

Cedar Valley Arboretum and Botanic Gardens

Position: Garden Maintenance Internship

Level: Seasonal

Reports to: Garden and Operations Manager

Benefits: Flexible Work Schedule, excellent experience, academic credit (with approval)

Pay: The garden maintenance intern is required to work 20-30 hours per week through the end of the season, including some weekend and evening hours. Pay rate \$12-16 hr.

Position Summary

The Garden Maintenance Intern is responsible for assisting the Garden and Operations Manager, Garden Coordinator and garden volunteers. The position requires physical labor, exposure to heat and humidity, and exposure to dirt and dust. General horticulture duties will include planting, watering, weeding, trimming, pruning and general garden/grounds maintenance. The Intern will also interact daily with Arboretum volunteers and the general public. Other duties may include garden mapping, giving tours, event set-up and tear-down, and special projects.

Job Requirements

- Ability to follow directions
- Available for various hours throughout the week (early morning, late evening, weekend)
- Ability to receive feedback and change direction when prompted
- Ability to lift, stand, squat and move heavy items
- Punctual and courteous

Commitment to Diversity

In alignment with the American Public Gardens Association, we value and respect diversity and choose to be inclusive through acceptance of all individuals regardless of race, age, gender, religion, ability, cultural identity, or sexual orientation. This includes asserting that individuals, without exception, are intrinsically valuable. We are committed to:

- Developing programs that respond to the needs of our membership, guests and community
- Utilizing hiring and employment practices that are free of bias
- Hiring and maintaining a diverse staff and corps of volunteers
- Maintaining a safe and respectful environment that is free of acts of discrimination or harassment against any individual

Executive Committee Member

Date

Employee

Date