



Alaska  
Botanical  
Garden

<b>Position</b>	Horticulture Assistant Seasonal Staff
<b>Status</b>	Seasonal, part-time up to 20 hours/week (May – August)
<b>Closing Date</b>	April 13 <sup>th</sup> , 2020, 5:00 PM
<b>Start Date</b>	May 26 <sup>th</sup> , 2020
<b>Salary</b>	\$14.00 hourly

### **Job Description**

This position assists in all aspects of garden maintenance including working in the greenhouse, nursery, garden beds, and surrounding forest. The Alaska Botanical Garden is a non-profit living museum and all staff interacts with visitors daily. This position will work under the direction of horticulture staff and aid in weeding, watering and planting. All staff members must be able to assist in greeting visitors, providing information on programs, special events, and general garden information. The Garden also holds many public events that require a flexible schedule. This can include but is not limited to setting up tables, chairs, and tents. This position will work with volunteers on a regular basis.

### **Required Duties & Responsibilities**

- Works primarily outdoors in a variety of weather conditions performing planting and routine maintenance on planting beds
- Applies a range of organic gardening practices including but not limited to weeding, mulching, staking, pruning, deadheading, fertilizing, etc.
- Safely utilizes and maintains common hand tools related to gardening. Ability to lift and carry 50 lbs., work with wheelbarrows.
- Safely operates equipment such as blowers and trimmers.
- Assists with setup and removal of tents, chairs, and other items associated with garden events
- Interacts with visitors, volunteers, and donors with the highest level of respect and professionalism
- Must be willing to work a flexible schedule depending on garden events and plant production needs, including evening and weekends.

### **Required Education and Experience**

- At least one year/season of experience related to maintaining horticultural collections or in a greenhouse production environment
- Basic knowledge of gardening in Alaska or a similar climate
- Awareness of safety issues related to wildlife management, specifically bears and moose
- Must be at least 18 years of age at the time of hire

### **Preferred Qualifications**

- At least one year/season of experience providing customer service in a public setting
- CPR Certification

**To apply, email resume and cover letter to [garden@alaskabg.org](mailto:garden@alaskabg.org)**

**Refer to position title in subject line.**

The Alaska Botanical Garden is an equal opportunity employer. Appointment to this position is conditional upon a satisfactory background check.