

Horticulture Fellow

Position Level: Term-based position

Site Supervisor: To be determined

Reports to: Grant Administrator

Position Summary

Our Park Allies AmeriCorps program aims to further develop and conserve public greenspace through service experience. The Horticulture Fellow will play a vital role in increasing capacity with a focus on horticulture efforts. This position will serve on projects primarily within West Lafayette's parks system. This role requires a passion for service and the outdoors. Individuals will gain valuable training and experience in horticulture, park conservation, and public service while contributing to the health and sustainability of local parks. This is an excellent opportunity for someone interested in horticulture and growing skills while engaging with and benefiting the community.

Essential Job Functions (include but are not limited to)

- Assist Parks and Recreation Department staff to support environmental stewardship.
- Performs horticulture and greenspace tasks to include planting, watering, weeding, pruning, fertilizing, mulching, renovating landscapes, transplanting, thinning, controlling weeds, and removing litter.
- Learns and performs conservation practices (e.g., invasive plant removal, installing native plants, erosion mitigation, mulching on project sites, resource monitoring, sign installation, trail construction and maintenance).
- Operates a variety of machinery and equipment (e.g., trucks, utility vehicles, sprayers, mowers, pole saws, chainsaws, shears, and pruners) in a safe manner.
- Participates in community engagement activities and events.
- Ensures all tasks meet or exceed the organization's expectations.
- Demonstrates professionalism when representing the organization in all communications with internal and external customers and vendors.
- Sustains housekeeping standards in accordance with safety and appearance guidelines.
- Completes and demonstrates a full understanding of ongoing training concepts and applications.
- Emulates the organization's values in daily interactions with internal

and external customers.

- Meets organization standards on quantity and quality of tasks performed on an ongoing basis and performs all service-related tasks in a manner that complies with all policies and procedures.
- Adheres to the organization's policies, procedures, and directives regarding standards of behavior in completing duties and assignments while maintaining regular and timely attendance.
- Performs other tasks as assigned.

Education/Skills/Experience

- A minimum of a high school diploma OR one (1) year of college credit OR any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.
- Basic knowledge of the materials, equipment, and tools used in horticulture or willingness to learn.
- Good attention to detail, organizational skills, and adherence to deadlines.
- Good interpersonal and customer contact skills.
- Good written and/or verbal communication skills with the ability to effectively communicate with others.
- Good problem-solving and decision-making skills.
- Listens effectively when others are speaking.
- Credible, responsive team player.
- Demonstrates computer skills and aptitude. Basic knowledge in Microsoft Office including Word, Excel, PowerPoint, Outlook, and Teams.
- Ability to perform with minimal supervision and in a team environment.

Safety Requirements

- Reports any unsafe task or operation immediately to management prior to continuing the task
- Immediately reports incidents involving injury, illness, safety hazard, or property damage
- Complies with all company and customer OSHA, safety policies, procedures, rules, and best practices
- Participates in safety meetings and training
- Constantly aware of personal safety and that of others
- Ability to use and operate common equipment to complete duties safely and effectively

Service Schedule

This position is based on a standard week, Monday - Friday. Occasionally, this position requires attendance at meetings, conferences, and sessions outside of normal business hours. These instances may include client meetings, public board meetings, or team collaborations that fall outside the typical schedule. Flexibility in these situations is necessary as it contributes to our commitment to our customers' satisfaction and project success. Regular, predictable attendance is required.

Service Environment

- Both indoor controlled temperature environments and outdoor environments where the Fellow may be exposed to weather, noise, and environmental hazards.
- This position will be interacting with office equipment such as computers, printers, scanners, telephones, copy/fax machines, etc.
- Ability to perform at a consistent pace.
- Ability to perform in a team environment and communicate in a professional manner.
- Required to go to the customer site, where the environmental conditions will vary.

Physical Requirements

While performing the duties of this job, the Fellow may be regularly required to:

- Push, pull, lift, and carry up to 50 lbs.
- Stand or sit for extended periods of time
- Reach, stoop, and kneel
- Communicate in person (at public meetings), electronically (e.g., MS Teams, two-way radio), and by telephone as needed
- Traverse uneven terrain, so the ability to walk, climb, and crawl is essential
- Read printed materials and those on a computer screen

Training to be completed

- Comprehensive understanding of the vision, goals, and objectives of the organization
- All relevant Business System software
- Successfully complete continuing education required to maintain knowledge of systems and programs
- All applicable training

Direct Reports

This position has no direct reports

Certificates/Licenses

- Valid driver's license and safe driving record.
- CPR and First Aid certification or ability to obtain within six (6) months of enrollment date.

Fellow Signature: _____

Date: _____

Your signature is an acknowledgement of understanding and ability to perform service position functions and physical requirements of the service position.

The above statements are intended to describe the general nature and level of service being performed by individuals assigned to the position. They are not intended to be an all-encompassing list of all responsibilities, duties, and skills required of Fellow so classified.

Reasonable accommodations to essential functions of the position will be made if appropriate.

This program is available to all, and all qualified applicants will receive consideration for service without regard to race, color, religion, sex, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

For questions, contact Rachel Bingaman, Grant Administrator, at rbingaman@westlafayette.in.gov, or (765) 775-5114.