

# SWARTHMORE

## POSITION DESCRIPTION

<b>Title</b>	Public Horticulture Intern
<b>Department</b>	Scott Arboretum & Gardens
<b>Position Number</b>	
<b>Remote/Hybrid/On-Campus</b>	on-campus
<b>Supervisor</b>	Josh Coceano
<b>Salary Grade</b>	
<b>FLSA (Exempt / Non-exempt)</b>	
<b>Date Created/Updated</b>	

### Position Summary

The Scott Arboretum & Gardens Public Horticulture Internship offers a unique opportunity for individuals pursuing a career in public horticulture with a variety of aspects of public horticulture built into the position. The intern will have opportunities to meet and work with a variety of professionals in the Philadelphia region, an area rich in public gardens. Work activities to include working with gardening staff and volunteers (three mornings/week); special project development and area garden work; participates in summer intern field trips and educational programming at the Scott Arboretum & Gardens. Travel and professional development support of \$6,000 for conferences, travel, and programs based on proposal approvals.

### HORTICULTURAL TASKS (75%)

- Assists in maintaining the plant collections by performing timely planting, weeding, mulching, pruning, fertilizing, irrigating, leaf raking, and other plant cultural practices in order to maintain campus aesthetics and provide proper horticultural care. Assists in design modifications as needed to the Arboretum's landscape and gardens. Assists in plant records and plant curation as needed.
- Assists in maintaining specialty garden areas consisting of Glade Garden, Harry Wood Garden, Nason Garden, Pinetum, Pollinators Garden, Singer Hall landscape, Winter Garden, magnolia and holly collections, green roofs, various courtyard gardens and major horticultural collections as the most intensively-maintained gardens on campus.
- Assists in maintaining a broad range of trees, shrubs, vines, herbaceous perennials, annuals, and turf grass;
  - Cares for plants in the nursery and glasshouses.
  - Assists with greenhouse and nursery operations by propagating, irrigating, fertilizing, and spraying plants as needed

## GROUNDKEEPING DUTIES (5%)

- Assists with special function set-up and tear-down in order to prepare the facilities in a timely manner for College- and Arboretum-hosted events.

## EDUCATION SUPPORT (20%)

- Writes Plant the week articles for the Scott Arboretum & Garden's blog, *Garden Seeds*
- Develop and lead a video segment of Gardener's Almanac for Scott Arboretum & Garden's YouTube channel
- Prepares weekly flower arrangements cue cards
- Support educational programming for adult and youth audiences, including excursions, workshops, tours, and field trips;
- Assist with set up, take down, and activities during special events, such as the Rose Celebration and the Woody Plant Conference;
- Assist with the development and updating of interpretive materials such as brochures;

## Additional Responsibilities

## EQUIPMENT OPERATION AND MAINTENANCE

- Safely and proficiently uses all hand gardening tools consisting of: pruners, shovels, rakes, loppers, hedge shears, and other gardening tools.
- With proper training becomes proficient at performing the daily maintenance of all grounds hand and power tools and equipment.
- Performs other job-related duties as assigned.

## INTERACTIVE SKILLS

- Builds successful working relationships with coworkers and supervisors. Projects a positive image of the grounds department and of Swarthmore College. Communicates readily and works effectively as a member of a team.
- Works successfully with coworkers, interns, students, and Arboretum volunteers in order to efficiently and effectively accomplish the workload of the department.
- Adapts to new work situations, people, ideas, procedures, and organizational structures, in order to be successful in a constantly changing work environment.
- Exhibits maturity, reliability, composure, and stability under pressure in order to handle on the-job stresses and challenges.
- Understands and abides by a high standard of professional ethics in order to ensure the integrity of the organization.
- Works successfully with a diverse department and upholds the College's commitment to equal opportunity.

## Supervisory Responsibilities

- With guidance, co-supervises student garden assistants

## **Qualifications**

### *Required Qualifications*

- Strong interest in a career in public gardens, horticulture, and related fields.
- A demonstrated beginning knowledge of ornamental plants and turf including: plant identification, cultural requirements, care and maintenance, proper pruning techniques and IPM practices

### *Preferred Qualifications*

- Completed a degree in horticulture, green industry, or related field
- Experience working in horticulture or green industry

## **Physical Demands**

- Ability to frequently lift objects weighing up to 50 pounds and possess the physical strength to perform groundskeeping/gardening operations.
- Hand, arm, and back strength to shovel, prune, and rake for extended periods of time. Ability to manipulate vibrating, hand-held power machinery for extended times. Ability to perform kneeling, bending, squatting motions for extended times. Ability to work from a ladder doing pruning and other plant care. Visual ability to do detailed pruning.
- Ability to read and interpret pesticide labels, machinery safety manuals, and new information related to horticultural practices. Ability to maintain written maintenance records and keep a journal of daily work.

## **Working Conditions**

- Ability to work under adverse weather conditions and perform emergency storm-related damage services is required. Ability to work occasional scheduled weekends.
- Physical dexterity to perform the job and ability to work outside.
- High level of productivity; work pace is frequently fast-paced.
- Ability to work with diverse crew, faculty, staff, and volunteers.