

SWARTHMORE

POSITION DESCRIPTION

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

Position Summary

The Summer Horticulture Internship offers a unique work experience in a campus arboretum well-suited to an individual interested in a career in ornamental/public horticulture. On-the-job training includes exposure to garden maintenance, plant records and curation, plant propagation, and volunteer interaction. Summer interns rotate with gardening staff affording exposure to all areas of the Scott Arboretum & Gardens including a sustainable rose garden, intimate garden settings of the Cunningham House, Pollinator Garden, and Harry Wood Garden, green roofs, and seasonal container gardening featuring unusual annuals and tropical plants. Other opportunities typically include: admittance to the Woody Plant Conference, plant walks, lunch with the Director, field excursions to visit area gardens, sessions with staff, equipment use demonstration, and writing Plants of the Week, a feature on the Arboretum's blog, Garden Seeds.

Essential Responsibilities

HORTICULTURAL TASKS (85%)

- 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

GROUNDSKEEPING 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 (10%)

- 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

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

- NA

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

- Pursuing 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.