Internship in Horticulture and Landscape Management
Announcement and Application Procedure

Fernwood Accepting Applications for Garden Interns

Applications are being accepted for Fernwood’s 11-week Horticulture and Landscape Management Internship. The internship provides a unique opportunity for students to gain practical work experience and exposure to the world of public horticulture and various aspects of natural areas management while building a strong skillset for future employment in Horticulture or Natural Areas Management. This is an opportunity to gain valuable career experience caring for gardens and natural areas as well as planning and following through on a project of interest and working with volunteers. Students also will be asked to participate in selected Fernwood programs and events.

Responsibilities and Expectations
Students will alternate between working in various garden areas, the arboretum, tall grass prairie and the preserve. Daily routine will involve all aspects of botanical garden maintenance including: the use of proper horticultural practices (planting, pruning, weed management, soil fertilization, and irrigation), renovation, construction of new gardens, labeling, plant record keeping, and public education. Students will also participate in managing the trails throughout the preserve, repairing or replacing broken infrastructure and implementation of invasive species control protocols.

Interns will be expected to showcase a professional, friendly, and helpful attitude when engaging guests while completing garden tasks in a timely and quality manner. Students are expected to work in all tolerable weather conditions. Students should be in good physical health and be able to lift at least 30 pounds.

Compensation
Interns will be paid an hourly wage for their work at the rate of $9.00/hr for 11 weeks. Internships begin on Tuesday, May 10. The weekly work schedule is five days per week, Tuesday through Friday plus a Saturday/Sunday option, seven and a half paid hours per day plus a half hour for lunch which is unpaid (9:00am – 5:00pm). Total paid compensation is for 37.5 hours per week. Interns are expected to have good attendance, and will be allowed two unpaid personal days during their eleven weeks that can be used as sick days or vacation days. Selected evenings and weekends will require extended hours and adjustments to the weekly schedule will be made accordingly.
Dress Code and Tools
• Pants, Shirts/Shorts: student’s choice of clean and neat shorts or pants worn to the waist (no sagging, no writing, rips, tears, etc.)
• Shoes: intern’s choice, but no flip-flops or flimsy shoes. Work boots are recommended.
• Hats/Sunglasses/Sunscreen etc.: intern’s choice
• All other necessary tools will be provided

Applicant Guidelines
All interested students are encouraged to apply. Preference will be given to those with the following:
• Access to a car with a valid driver’s license.
• Current enrollment in a college or university
• Studying horticulture, forestry, landscape management, restoration ecology or related subject.

Application Instructions
Applicants should complete the digital application found on the Fernwood web site at (www.fernwoodbotanical.org) under About>Employment. The application includes the following:

• Essay of Interest (approximately 200-250 words). The essay should address why you want to work at Fernwood, any previous and applicable job experience, what you hope to gain from your experience, and any other information you think we should know when considering you for a position. We recommend you compose your essay in a Word document first. Then, copy and paste it into the online form.

Other Information
On-time and complete applications will be given preference over late or incomplete applications. Applications will be available online from the Fernwood web site beginning February 15, 2016. Candidates will be contacted via phone for an initial phone interview. In-person interviews will take place at Fernwood following a successful phone interview, and notification of final selection will be no later than April 30. For questions regarding the internship or application process, please contact Ralph Reitz at rreitz@fernwoodbotanical.org or 269.695.6491 x215.