Position Description

Title: Summer Garden Intern
Department: Horticulture
Reports to: Horticulture Manager
Status: Non-Exempt, Full-Time Seasonal
Hours: Monday through Friday, 7:00am – 3:30pm; occasional weekends/evenings required
Dates: May – August 2023
Wage: $13-14/hour to start, with opportunity for pay increase pending successful 30-day review

Position Summary

Assist Green Bay Botanical Garden in achieving its mission and vision by completing a broad range of garden maintenance activities, working alongside Garden staff and volunteers. This is a paid internship, 40 hours per week, from May-August 2023. Start and end dates are flexible.

Core Competencies & Essential Functions

1. Assist in the overall maintenance of Garden areas, including the planting, transplanting, pruning, weeding, watering, mulching and support of IPM (integrated pest management) of existing annual and perennial beds throughout the Garden
2. Watering and care of nursery stock and containerized bedding plants while in holding for installation
3. Assist with the turf maintenance of the Garden, including mowing, raking, and edging
4. Limited chemical pesticide application in accordance with all federal and state laws, regulations and safely polices
5. Assist in supervising volunteers while maintaining a safe and friendly work environment
6. Demonstrate proper and safe operation of basic landscape tools, power tools, small machinery and vehicles
7. Occasional weeknight and weekend work as needed, including greenhouse maintenance tasks and special event support
8. Perform other duties as assigned

Qualifications, Skills & Physical Requirements

- Student seeking degree in Horticulture or related Plant Science field preferred, but not required
- Experience working in a public garden or similar setting, preferred but not required
- Strong working knowledge of plant identification, plant growth and cultural characteristics, proper IPM techniques, and the desire to continually build upon this knowledge
- Experience supervising others, including volunteers, preferred but not required
- Self-motivated, organized, detail-oriented, effective time-management skills

- Ability to follow directions and complete tasks safely, efficiently, and to a high standard of excellence when working independently, and also able to motivate others when working in a group setting
- Ability to lift 25 lbs. and to perform strenuous physical tasks in all weather and temperature conditions
- Excellent interpersonal skills and the ability to communicate effectively
- Flexibility to work in an ever-changing environment with demonstrated ability to prioritize and juggle competing tasks

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event
- Upon completion of internship, receive a 1-year membership or 4 tickets to WPS Garden of Lights

Apply

Complete the Employment Application on our website and attach a cover letter and resume. Only those meeting the minimum requirements and submitting all required information will be contacted for further inquiry.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.