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[thearb.org](http://thearb.org)

## Seasonal Gardens Assistant

### About us:

Surrounded by ponderosa forest at 7,150 feet in elevation with spectacular views of the San Francisco Peaks, the Arboretum at Flagstaff is a unique destination. We specialize in increasing the understanding, appreciation, and conservation of plants native to the Colorado Plateau. Home to 750 species of plants, the beautiful 200-acre property consists of gardens, greenhouse, and woodland trails that are family and pet friendly. The Arboretum also hosts a number of special events, plant sales, concerts, wedding and facility rentals, youth and adult classes, as well as featuring local artist works in our gift shop. For more information, see [thearb.org](http://thearb.org).

### Description:

We have two Gardens Assistant positions open for the 2024 season:

-Gardens Assistant #1 works 32 hrs/wk; April 24th - Oct 31st

-Gardens Assistant #2 works 16 hrs/wk; May 6th - Oct 31th

The Gardens Assistants work as part of the Horticulture Department's garden maintenance program. Work will primarily be performed on the Arboretum grounds and in the gardens. However, two days a week greenhouses will need to be opened/closed, plants watered and other tasks completed to assist our Greenhouse Manager.

Primary work duties involve both fine gardening skills as well as laborious grounds work. Individuals must be self-motivated, a team player and have the ability to work in all weather conditions.

Monday-Friday is the typical work week for the Gardens Department. Mondays and Tuesdays are required work days, especially for the 32 hrs/wk position. However, as we are a small team, there is flexibility with scheduling. In order to staff Arboretum special events (i.e. plants sales and Pumpkin Walk), occasional weekend work may also be requested.

**Applicants must be capable of traveling to and from the work location.** Once you leave the paved portion of Woody Mountain Road, the last 3 miles to the Arboretum is an unmaintained Forest Service dirt road. Depending on the weather and the last grading, you can expect to encounter pot holes, rocks, and slick muddy, icy, or snowy conditions. Extreme weather may degrade road conditions and present challenging driving conditions.

### Responsibilities and Duties:

- Perform garden and grounds maintenance activities including watering, weeding, deadheading, path blowing, transplanting, pruning, trail maintenance, litter removal, weed whacking, and minor irrigation repairs.
- Perform duties related to greenhouse operations including watering, opening and closing the greenhouses, and moving potted plants.

- Safely operate hand and power groundskeeping tools and equipment. Keep tools cleaned and maintained in a safe working order.
- Must be able to work with and supervise volunteers, and help with occasional events.
- Must be able to interact with the visitors and answer questions, and work around children's camps.
- Learn to properly identify weeds and implement control methods.
- Must be able to perform assigned projects independently and as part of a team.
- Reports to the Gardens Manager.
- Daily work hours are typically 8-3pm and will be worked out with your supervisor

**Qualifications:**

- Interest in horticulture and plants, particularly those native to the Colorado Plateau.
- Valid driver's license and reliable transportation.
- Prior plant identification skills and experience in landscaping, farm work, trail work, or related outdoor work is preferred.
- Academic background in horticulture, environmental science, ecology, land management or related fields is preferred.
- Ability and willingness to perform manual labor, and must be able to lift 50 pounds repeatedly.
- Ability to work outdoors in variable weather conditions and in varying terrain.
- Strong organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Experience and willingness to operate and maintain power and hand tools including walk behind mowers, stringline trimmers, and hand held blowers.

**Benefits:**

- Flexibility in work hours.
- Paid sick time off.
- Free Arboretum membership that includes a monthly newsletter, and discounts on special events, camps, classes, plants, gifts, and more.
- Team building events and activities.
- Training in the public gardens and horticultural industry.

**Compensation:** \$17.00-\$18.00/per hour

**To Apply:**

Please send a resume and cover letter to Sarah Armanovs, Gardens Manager: [gardens@thearb.org](mailto:gardens@thearb.org).

*In the email subject line, PLEASE include "Hort 16" or "Hort 32" (depending on which position you're most interested in).*

Screening of applications will begin immediately, and the position will remain open until suitable candidates are identified. The Arboretum at Flagstaff is an Equal Opportunity Employer