

# Urban Garden Program

## Lead Gardener and Program Facilitator

Temporary position: Summer 2010

### Description

Dig in, get your hands dirty, and be the lead gardener in the Arboretum's urban outreach gardens. Gardens are located in several neighborhoods in Minneapolis/St. Paul, and one at the Arboretum in Chanhassen. The lead gardener is responsible for the overall management and care of these garden sites; starting in early spring preparation and continuing through fall clean up. Specific duties include, but are not limited to:

- Adhere to the employee expectations as outlined in the General Behavior Statement document (attached)
- Attend planning work sessions and weekly check-in meetings as scheduled
- Plan and implement a garden care strategy for all sites
- Supervise volunteers and other employees involved in garden maintenance
- Maintain communication with supervisor, community partner agencies, and fellow garden team members
- Make all final decisions regarding site maintenance and cultural practices at all urban garden sites
- Keep a personal log of your experiences

### Report

The Lead Gardener reports to the Children's Garden in Residence and Urban Garden Youth Employment Program Managers.

### Qualifications

This position requires a desire to work out-of-doors in a garden setting with youth age 4-20 (work is out-of-doors rain or shine), the ability to prioritize tasks to maintain gardens throughout the growing season, the organizational skills to facilitate that work being completed by supervising volunteers, fellow summer employees, and youth. Applicant must be drug free.

Applicant must have training, and/or experience in a number of the following:

- Significant hands-on gardening experience
- Teaching experience with youth age 4-20
- Previous experience in a related summer youth program
- Organization and record keeping

### Commitment

In an effort to provide consistent mentoring for program participants and the required care of the garden, applicants are encouraged to consider their ability to commit for the entire term of the temporary position, including weekends, as described:

*May 1 – October 15; Garden set-up and take down.*

- *May 1 – June 5 approx. 1 day a week (8 hours)*
- *August 10 – October 15 approx. 1 day per week (8 hours)*
- *June 17-August 7; 40 hours a week, including a weekend drop-in family program at one garden site. (320 hours)*
- *Special project hours may be available and are scheduled by supervisor(s)*

*Total number of hours for this position not to exceed: 375.*

### Rate of pay and application information

The pay range for this position is 10.00 – 15.00 per hour, depending on level of education and relevant work experience.

Employment is conditional on the successful completion of a background check and the completion of all paperwork required by Human Resources.

This position qualifies for consideration as a paid internship at the University of Minnesota. Specific intern details and course credit must be arranged and approved in advance.

The University of Minnesota Landscape Arboretum is an equal opportunity educator and employer

Submit resume and cover letter to:

Diane Malecha, Human Resources MN Landscape Arboretum

3675 Arboretum Drive Chaska, MN 55318-9613

May email application materials to [malec006@umn.edu](mailto:malec006@umn.edu) or fax to 952-556-3375

## General Behavior Statements

The Minnesota Landscape Arboretum has the following expectations of all employees in the areas of problem solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality and orderliness.

Employees are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems when ever possible
- Consider the effects of decisions made prior to making decision
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely, schedule work effectively
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive work force
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled so as to not disrupt, delay or cause additional work for coworkers
- Give proper notification to supervisor of scheduled absences
- Keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at end of day in ready-to-use condition
- Treat coworkers with respect and consideration