

# Horticulturist

## **Job Description**

The Nelda C. & H.J. Lutchter Stark Foundation is seeking a Full-time Horticulturist for Shangri La Botanical Gardens and Nature Center in Orange, Texas. Work week is Monday through Friday, with occasional work on weekends and evenings. The Horticulturist reports to the Director of Horticulture.

As a working supervisor, this position will manage the design, care, and presentation of permanent and temporary horticultural displays in assigned areas and assist grounds team with other projects in the garden, as needed. Knowledge of maintenance for display and educational purposes in public gardens is helpful, but expertise in regionally native, woody landscape, and herbaceous plants is especially desired. This position requires excellent communication and teamwork skills, in addition to independent work in assigned areas.

## **Duties and Responsibilities:**

- Assess area regularly and implement maintenance tasks.
- Manage, supervise, and train staff and volunteers in assigned area.
- Oversee installation, management, and maintenance of plant displays.
- Demonstrate and train staff about proper application of best horticultural practices that include, but not limited to, fertilizing, pruning, weed control, proper moisture levels, and pest management.
- Identify volunteer needs to assist staff with projects and garden maintenance.
- Identify projects and areas in need of renovation; develop plans, obtain approval and coordinate project execution with the Director of Horticulture.
- Assist Director of Horticulture with design development for seasonal outdoor displays.
- Maintain accurate records and create weekly activity reports.
- Interact professionally with visitors, volunteers, and staff.
- Promote the garden through presentations for in-house workshops and outreach to organizations, as well as occasionally guide tours.

## **Education and Experience**

### **Qualifications**

A Bachelor's degree in horticulture, botany or a related field is required.

A minimum of three years professional work experience in the industry and a minimum one year supervisory experience is required.

### **Knowledge, Skills, and Abilities**

- Knowledge of sustainable practices and organic materials.
- Organize and schedule work projects for staff on a weekly and seasonal basis
- Familiar with safe operation of hand and power tools
- Excellent time management, organization, and prioritization skills
- Written and verbal communication skills
- Ability to work with diverse groups of individuals. Must be a team player able to work comfortably and effectively in cross-functional teams and contribute to building a positive team spirit.

- Work is performed in areas of frequent visitor interaction and requires excellent customer service while balancing need for productivity.
- Expected to perform under minimum supervision and act independently within normal duties and responsibilities.
- Valid driver's license and good driving record
- Computer efficiency (MS Outlook, Excel, Word, and PowerPoint)

### **Work Environment**

Ability to work outdoors in all types of weather conditions.

Work is most frequently performed outdoors, but may include some greenhouse work occasionally.

### **Physical Requirements**

Regularly required to use, handle, or feel objects, tools, equipment, bagged and bulk materials, and agricultural products. This requires frequent standing, bending, kneeling, operating landscape equipment, reaching for objects, using a ladder, etc. May be required to move, push, pull or lift objects ranging from 10-80 pounds.

### **Benefits**

Group medical, dental, and life insurance; 403(b) and pension retirement plan; paid vacation, sick leave and holidays; uniforms provided

Submit a cover letter, resume, and a list of three professional references to Barbara Borawski at [bborawski@starkfoundation.org](mailto:bborawski@starkfoundation.org). **Please put Horticulturist in the subject line.**