



**Title:** Horticulture + Facilities Technician  
**Department:** Horticulture and Facilities  
**Reports to:** Director of Horticulture and Facilities, Charles Parks  
**Status:** Non-Exempt, Part Time  
**Hours:** 30 hours per week  
**Date:** March 2024

**Position Summary:**

The Horticulture + Facilities Technician will perform general landscaping and grounds maintenance on the Bookworm Gardens (BWG) site. Consisting primarily of manual labor, this position will be under the direction of both the Director of Horticulture and Facilities and the Lead Horticulturist. This position is expected to work independently and also with other staff members. Occasional evening, weekend, and holiday hours will be required. Work and area assignments will change during the season as needed under the direction of the Director of Horticulture and Facilities.

**Roles and Responsibilities:**

- General landscape maintenance including planting and transplanting, pruning trees and shrubs, watering, mulching, mowing, raking, digging, weeding, fertilizing, deadheading, and edging.
- General grounds maintenance including picking up trash and compost, removing refuse, tidying up tool and equipment storage areas, cleaning paths, and sharpening and maintaining tools and equipment.
- Safely operate small equipment such as golf carts, leaf blowers, mowers, chainsaws, rototillers, and weed-eaters.
- Keep tools, supplies, vehicles, and work areas clean and organized.
- Assist indoors with projects such as equipment maintenance, shop organization, and greenhouse work when weather prohibits outdoor work.
- Work safely without injury to self, others, property, or plants.
- Interact daily with staff, volunteers, and the public in a friendly and respectful manner. Must be comfortable working around children.
- Responsible for special events set up and take down. Will include some nights and weekends.
- Assist the Horticulture and Facilities Department and other departments with projects as needed.
- Treat all BWG employees and visitors with respect and contribute to a positive work environment
- Be a positive advocate for the BWG's community and employee culture
- Perform other duties as assigned



### **Qualifications, Skills & Physical Requirements**

- Educational and/or work experience in horticultural with in-depth knowledge of plant culture, maintenance, and identification
- Ability to work alone or in groups, in all weather conditions.
- Flexibility to work some holidays, and weekends as necessary
- Ability to handle electric equipment, power tools
- Must be a team-player, willing to collaborate on any and all tasks required for maintaining the highest standards of landscape management and operations
- Comfortable managing a wide variety of concurrent responsibilities with an accommodating style
- Able to work independently, problem solve and make necessary decisions using sound judgment
- Demonstrate strong attention to detail, accurate and thorough in task completion

### **Standard Work Perks**

Employees at BWG can enjoy the following perks:

- 20% discount in the Nature Gift Shop
- Complimentary BWG Family Membership
- Two free tickets to adult special event
- 50% off member price on classes and workshops
- Paid Holidays
- Paid Vacation Days

**Our Mission:** *To inspire the love of books and nature in the young and young at heart*

**Our Vision:** *The premier destination providing whimsical garden experiences by bringing children's literature to life*

### **Apply**

Email completed application, cover letter and resume to [info@bookwormgardens.org](mailto:info@bookwormgardens.org). Applications accepted on a rolling basis and associates are hired as needed.

*Bookworm Gardens is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*