

Gardener and Horticulture Records Coordinator

This position is responsible for assisting in development and maintenance of the gardens, and in maintaining horticultural records. The Gardener and Horticulture Records Coordinator is a member of the Horticulture Department and reports to the Director of Horticulture. For more information about Greenwood Gardens, please visit our website at www.greenwoodgardens.org.

- Participate in the development and maintenance of the gardens and of living collections.
- Assist in implementing weekly, monthly, seasonal, and yearly goals as directed by the Director of Horticulture
- Maintain plant and work records (including photographs) for the Horticulture Department.
- Implement work projects and schedules for volunteers and interns in cooperation with the Director of Horticulture.
- Assist in orientation and project management of department interns.
- Orient volunteers and participate in weekly coordination & oversight of volunteer projects)
- Follow safety measures and regulations in compliance with OSHA standards.
- Work with horticulture and arboriculture contractors as determined by and in cooperation with the Director of Horticulture.
- Work with the Director of Horticulture and staff to develop, organize, and execute programs and workshops.
- Represent and promote the mission and vision of Greenwood Gardens in all interactions with the public.

Position Requirements:

- Certificate or degree in Horticulture or Arboriculture.
- Public horticulture experience preferred.
- Ability to lift 50 lbs.
- Drivers license.
- Willingness to be trained on commercial lawn mowing equipment.
- Weekend hours, as needed.
- 5 days per week, 8:00 a.m. to 4:30 p.m.

To apply, please submit a cover letter, resume, and at least three references to:
Anina E. Rossen
Co-Director
Greenwood Gardens
274 Old Short Hills Road
Short Hills, NJ 07078
arossen@greenwoodgardens.org

No phone calls please.