

Updated 3-13-19

## **Horticultural Director**

### **Job Description**

#### **Hours**

15 hours per week minimum.

Set hours are Thursdays from 3-6pm; Saturdays 9am-12pm for weekly Garden Hours. The other 9 hours are unscheduled and are to be completed throughout the week when necessary.

#### **Description**

The Horticultural Director will oversee the maintenance, management and development of the public garden space in alignment with Downtown Greens' mission. The Horticultural Director will also run the Garden Hours Program and coordinate volunteers

The Office and Horticultural Director will work closely with and report directly to the Executive Director.

#### **Garden Hour Program**

- Collaborate with Executive Director to manage and maintain the integrity of the public garden space
- Manage the coordination of grounds maintenance including mowing, weeding, ensure pathways are safe and free of debris, trash removal, watering when needed
- Train, engage, and work alongside garden volunteers to develop long-term productive relationships to increase the number of volunteers during Garden Hours
- Develop, maintain, and promote positive and professional relationships with staff, volunteers, neighbors, media, gardening groups, and the general public
- Manage and support overall plant health and soil for gardens to include sustainable and organic gardening practices
- Maintain inventory of growing equipment and supplies; order additional materials as needed
- Coordinate garden tours that are mission driven including but not limited to: plant interests group, Talks in the Garden, Seasonal Horticultural Walks
- Assist with educational programming and special events
- Other duties assigned by Executive Director

#### **Volunteer Coordination**

- Recruit, Retain, Manage garden volunteers
- Verify that volunteer hours are tracked by volunteers

- Complete any paperwork necessary for University and community service volunteers to prove hours volunteered
- Prepare and send a monthly or twice-monthly email to the volunteer base explaining the upcoming tasks and upcoming garden hour volunteer dates.
- Input new volunteers' email addresses on a weekly basis into the database
- Recruit volunteers at events by tabling
- Reach out to places for volunteers (National Honor Society/High Schools, Master Gardener Classes, etc.)
- Organizing an annual volunteer appreciation event

**Requirements:**

- An enthusiasm for biodiversity, nature, gardening and community/cooperation.
- Experience and/or education in the Horticulture, Biology, or Conservation fields.
- Ability to work in adverse weather conditions including heat, humidity, cold and light rain.
- Ability to lift 40 pounds without difficulty.
- Reliability and promptness.
- Must be able to pass a criminal background check.

**Compensation**

Lodging and utilities: 1 bedroom apartment in Downtown Greens' Headquarters Building at 206 Charles Street, Fredericksburg, Virginia. Utilities include wifi access

**To Apply**

Submit a resume and cover letter to [downtowngreens@gmail.com](mailto:downtowngreens@gmail.com)