

## **Klehm Arboretum & Botanic Garden Inc Job Description**

**Job Title:** Seasonal Gardener – Full-time  
**Department:** Grounds  
**Reports To:** Lead Gardener  
**FLSA Status:** Nonexempt. Full-time – Seasonal  
**Prepared Date:** December 18, 2023  
**Last Updated:** January 26, 2024

### **SUMMARY:**

Responsible for all aspects of garden and grounds maintenance and upkeep to help ensure an attractive atmosphere for the public. Additional responsibilities include assisting with the set-up, tear down and cleaning tasks associated with rental events and special events held on the grounds and in facilities. This position will work 40 hours a week from May 1<sup>st</sup> to October 31<sup>st</sup>. Regular weekend work is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Care of gardens, ground and landscapes, with regular duties including planting, watering, weeding, pruning, raking, and mulching
- Performing general grounds cleanup such as trash & brush removal
- Installing and removing fall seasonal decorations and lighting – wrapping trees, shrubs and landscaping elements with string lights, installing floodlights, etc.
- Interacting in a polite, helpful and positive fashion with members of the public, volunteers, guests and others utilizing grounds and facilities.
- Working in a team-oriented atmosphere to accomplish overall goals, along with ability to work independently to accomplish specific assigned tasks.
- Assist with light janitorial duties as needed

### **QUALIFICATIONS:**

High school graduate or GED equivalent, or current enrollment in a program toward the pursuit of GED equivalent.

### **EDUCATION and/or EXPERIENCE:**

Gardening experience preferred. Horticultural experience is desirable.

**LANGUAGE & MATH SKILLS:** English-language speaking skills necessary.

### **PHYSICAL DEMANDS:**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 40

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able and willing to operate power equipment and climb a ladder for purposes of installing & removing lights upon trees.

**WORK ENVIRONMENT:** Work is performed out-of-doors and indoors in all weather conditions.

**ABOUT US:**

Klehm Arboretum & Botanic Garden's mission is to maintain a living museum for the enjoyment, education and inspiration of all people. Founded in 1989, the organization has since maintained and operated the 155-acre property located at 2715 S. Main Street in Rockford, Illinois in partnership with the Forest Preserves of Winnebago County. The property was originally established as Rockford Nurseries in the 1920s, and was operated as a nursery until 1985, when the land was donated to the Forest Preserves with the stipulation that it be maintained in perpetuity as an arboretum and botanic garden.

Today, Klehm serves over 30,000 visitors annually and offers a wide variety of programs, workshops and seminars on gardening, nature, horticulture and other topics throughout the year. Klehm hosts specific programs for youth, offering opportunities to explore, learn and grow their knowledge of plants, gardens, trees and the environment. In addition, the Nancy Olson Children's Garden offers unique opportunities for children and families to engage in natural play. Tours and programs are regularly offered to support not only life-long learning for adult visitors, but education for visitors of all ages regarding the benefits and unique nature of the trees and plants found throughout the grounds and gardens.

Klehm Arboretum and Botanic Garden Inc is an equal opportunity employer