

Head Horticulturist

Jenkins Arboretum & Gardens

Jenkins Arboretum & Gardens is one of eastern Pennsylvania's great horticultural and environmental assets. As a botanical garden, Jenkins maintains a collection of trees, shrubs, wildflowers, and ferns in a tranquil, naturalistic landscape, providing habitat for native wildlife and pollinators. Jenkins features nationally accredited collections of Mountain Laurels, Rhododendrons, and Azaleas from around the world. In addition to our plant collections, Jenkins is a place of rejuvenation and enrichment for people of all ages and backgrounds. We are open every day of the year and are always free of an admission fee. We work to inspire all people to discover, treasure, and protect plants and the natural world. For more information about Jenkins Arboretum & Gardens, please visit our website at www.jenkinsarboretum.org.

Position: Head Horticulturist

FLSA: Exempt

Reports to: Director of Horticulture/Curator of Plant Collections

Position Summary

This position works closely with the Director of Horticulture/Curator of Plant Collections and as a part of a small team to maintain the gardens, collections, and affiliated landscape areas with highest standards. This position has potential to develop into a greater leadership role. This position works collaboratively with all staff to support Jenkins' mission, policies, and operations.

Essential Responsibilities

- With the Director of Horticulture/Curator of Plant Collections, set horticultural priorities and goals for short-term schedules as well as develop an ongoing horticultural improvement plan.
- Operate and maintain hand-tools and small machinery such as mowers, weed whackers, snow blowers, lawn tractor, tillers, skid steer, etc.
- Perform garden maintenance including weeding, mulching, planting, editing, pruning, and mowing.
- Assist in fulfilling the educational mission of the Arboretum by leading or assisting with tours, workshops, and other public programs.
- Become proficient in knowledge of the plant collections, ecology, and history of the Arboretum & Gardens.

- Serve as the in-field leader to provide training, guidance, and oversight of Hamilton Fellows, interns, and volunteers.
- Support the Hamilton Fellows' as they complete their education projects.
- Collaborate with other Jenkins staff members to prepare facilities for special events, rentals, flower shows, art installations, and educational programs.
- Oversee the horticultural maintenance of garden areas surrounding the Browning House and Cottage.
- Update and follow an equipment and facilities maintenance schedule.
- Perform periodic inventories of tools, fertilizers, pesticides, ice melt, etc.
- Keep maintenance and storage areas clean and well-organized.
- Coordinate and supervise snow removal activities for safety and public accessibility.
- Assist with maintaining the irrigation system, seasonal Plant Shop, and nursery/greenhouse areas as needed.
- Work regular weekend rotations in addition to occasional after-work hours for emergency storm clean-up, special events, gate opening/closing, and watering.
- Serve as an ambassador for the Arboretum through positive public interactions.

Key Skill Requirements

- 3+years of horticulture experience. Supervisory experience is a plus.
- Bachelor's Degree in horticulture, biology, ecology, or 7 + years of closely related horticultural experience.
- Passion for horticulture and environmental stewardship and significant knowledge of native plants, ecology, and gardening practices.
- Excellent written and verbal communication skills.
- Positive attitude and high level of professionalism.
- Proficient in MS Office programs (Word, Publisher, Excel, PowerPoint, and Outlook).
- Proficient in operating hand tools and small machinery.
- Ability to effectively supervise staff and volunteers.
- Valid PA Driver's License.
- PA Pesticide Applicator's License (Category 6) or be willing to become licensed within the first year of employment.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to lift at least 50 lbs. and perform strenuous physical tasks in all outdoor weather conditions.

Compensation

Jenkins Arboretum & Gardens offers a generous compensation package including a competitive salary, health insurance, retirement benefits, and rent-free, on-site housing.

To Apply

Please send cover letter, resume, and three references to webinfo@jenkinsarboretum.org. Application submission open until position is filled.

Jenkins Arboretum & Gardens is an EOE. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.