



Job Title: Gardening Assistant

Purpose of the position: assist with the seasonal maintenance and upkeep of the Library grounds and plants

Location: Administration Services

Key Responsibilities:

- Treat beds with weed preventer in early April
- Plant annuals in various flower beds in the springtime, when necessary
- Weed beds
- Divide and transplant perennials, as needed
- Trim shrubs, as needed
- Report maintenance issues and plant disease/damage to management staff

Reports to: Executive Director

Length of Appointment: April – September, on-going

Time Commitment: As needed to do various tasks throughout the year

Qualifications Required:

- Ability to read, and interpret appropriately, directions on treatment packaging
- Ability to stoop, bend and work on knees
- Ability to use various gardening tools
- Ability to work flexible hours
- Ability to work in heat and humidity
- Proven experience trimming shrubs

Support Provided: Oversight by Executive Director or his/her representative

Age Requirement: Minimum of age 18

Benefits: Work with friendly and supportive staff; satisfaction of helping to maintain a pleasing and visually appealing outdoor environment at the Library; meet new people, contribute to the community, check out new books, movies, & magazines