



67 Grove Street  
Sandwich, MA 02563  
February 22, 2023

**TITLE:** Senior Gardener/ Horticulture Volunteer Coordinator  
**DEPT:** Horticulture  
**REPORTS TO:** Director of Horticulture  
**SUPERVISES:** N/A  
**FLSA STATUS:** Exempt  
**TOTAL HOURS PER WEEK:** 40 hours/week

**SUMMARY OF RESPONSIBILITIES:** The Senior Gardener is a key member of the Horticulture Department of Heritage Museums and Gardens. Reporting to the Director of Horticulture, the Senior Gardener/Horticulture Volunteer Coordinator has dual responsibilities working as gardener as well as maintaining records and coordinating volunteer efforts for the horticulture department. This person assists the other staff as assigned and physically works as a gardener to maintain the Garden in the best possible condition for our visiting public. Using best practices and showcasing sustainability, the Senior Gardener seeks to educate the public to showcase plant collections and garden design. This is a physically demanding position requiring work outside in all seasons.

Working directly for the Director of Horticulture performs various gardening tasks as required and assigned. Tasks include, but are not limited to:

1. Assigns tasks to staff and volunteers and works with them to ensure the work is done in a timely and quality manner.
2. Assigns and assists in weeding of plant beds as required to maintain the Garden.
3. Is responsible for an assigned area of the Gardens and assumes all responsibility for the care of those areas assigned.
4. Examples of typical work:
  - a. Divide perennials as directed. Examples of such plants: hosta, ferns, daylilies, etc. Plant divided plants in new locations as directed.
  - b. Prepare soil for planting various plants. Plants annuals and perennials as assigned. Works on spring and fall clean-ups.
  - c. Assist in the removal of leaves and dead or dying plants (annuals and perennials) to the ground in the spring and fall.
  - d. Works in the greenhouse sowing seeds, transplanting plants, taking cuttings, etc.
5. Helps in the construction of new gardens including digging, grading soil, cutting and installing stone and brick, new topsoil, plants and other duties as assigned.

6. Help with the installation and de-installation of Gardens Aglow. Works an adjusted hourly shift during the annual Gardens Aglow program. Usually, late November through the end of December.
7. Perform general gardening duties as assigned.
8. Coordinates with volunteers for the horticulture department. Coordinates activities with the Administrative Assistant to the President CEO.
9. Other duties as assigned.
10. Read, thoroughly understand and ALWAYS follow all policies and procedures of the institutional Employee Safety Manual.

**Requirements:**

- Strong work ethic and self-motivated
- Ability to work eight (8) hours outside in heat and cold and all-weather conditions
- Ability to push, pull, and/or lift items up to 50 lbs.
- Ability to operate heavy machinery including lawn mowers, chainsaws, woodchipper, leaf blowers, weed eaters, trucks and small tractors
- Must be a team member and be able to work independently
- Regional knowledge of plants and the desire to learn about our collections
- Ability to work with volunteers and interns on various projects
- Microsoft Office proficiency (Excel, Word, PowerPoint)
- Read and understand all policies and procedures of the Institutional Employee Safety Manual
- Always practice professionalism while engaging with the public
- Some use of step ladders is required

**Experience:**

- Gardening or landscaping for five or more years

**Education:**

- BS in Ornamental Horticulture or equivalent
- Must have or be able to obtain a valid Massachusetts driver's license.

Salary Range: \$50,000 - \$65,000

Applicants should submit resume and cover letter to Les Lutz, Director of Horticulture and Facilities at [llutz@heritagemuseums.org](mailto:llutz@heritagemuseums.org)