



Seasonal Gardener Position

Introduction

The Polly Hill Arboretum in West Tisbury, MA is seeking to hire a full-time, seasonal Gardener. The Gardener will assist with horticultural operations by maintaining the plant collections and grounds to the highest standards. The Arboretum, a Martha's Vineyard horticultural and botanical landmark, was developed by horticulturist, Polly Hill (1907-2007). In 1958, Polly began an arboretum by sowing a seed, eventually bringing 20 acres under cultivation while preserving 40 additional acres as native woodland. Established in 1998 as a not-for-profit institution, the Arboretum is devoted to horticulture, plant-based education, conservation and research, and the preservation of the character of this unique landscape. Please visit pollyhillarboretum.org for more information about our programs, activities and mission.

Position Summary

This position will be involved in the maintenance of the arboretum's diverse plant collections and woodlands. In addition to regular garden tasks, there will also be opportunities to work in the greenhouse, be involved in arboriculture projects, participate with restoration of wildflower meadows, and work on developing new garden areas.

Essential functions include:

- Assist in regular horticultural tasks such as pruning, planting, weeding, watering, mulching, mowing and other garden-related tasks
- Learn, operate and demonstrate safe use and handling of small landscape equipment
- Work with volunteers
- Represent Polly Hill Arboretum in a professional manner and interact positively with garden visitors

Work Schedule and Pay

Start and end dates are negotiable but ideally will occur during the growing season between April through October. A full time schedule consists of 35 hours/week, Monday through Friday, 8:00am to 3:30pm. The hourly wage is \$25.00 per hour. Please note we are unable to offer housing at this time.

Qualifications and Success Factors

Gardening experience and working outdoors is preferred, but more importantly applicants should possess a willingness to learn about plants and horticulture, an ability to work both independently and as part of a team, strong communication and interpersonal skills, and they should be comfortable engaging with garden visitors.



Work Environment

Applicants must be able to work outside in a range of weather and temperature conditions. Common tasks may require lifting up to 50 lbs, squatting, kneeling, bending, and traversing uneven terrain. Applicants are required to use general hand gardening tools, small power equipment and tools, and general office equipment. Driver’s license required.

Equal Opportunity Employment

Polly Hill Arboretum is proud to be an Equal Opportunity Employer dedicated to creating an inclusive workplace where all employees and applicants are treated with dignity and respect. We do not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable laws. Employment decisions are made based on qualifications, merit, and organizational needs. We comply with all applicable federal, state, and local laws.

If you need assistance or accommodation due to a disability during the application process or while employed with us, please let us know so we can provide appropriate support.

Acknowledgment

By signing below, I acknowledge and agree to the following:

- This job description does not establish a contract for employment. My employment continues to be employment-at-will.
- I have reviewed this job description and understand the general expectations.
- I can perform this job without reasonable accommodation.
- I understand the statements in this job description are intended to describe the general aspects of this position. They are not to be understood as an exhaustive list. I may be assigned additional tasks or revised tasks at any time based on business needs.

Team Member’s Signature

Date