



LEAD GARDENER POSITION DESCRIPTION

This is a full-time, year-round, benefitted position which provides leadership and organizational direction for the garden and the staff and volunteers who help to maintain it. This position reports to the Executive Director and serves as a member of the Senior Staff management team. Incumbent must be available by radio when on site during work hours and coordinates coverage during Gardens' open hours.

This position manages the daily horticultural operations of the Mendocino Coast Botanical Gardens' 47 acres and ensures the highest standards of maintenance, display, propagation, recordkeeping and safety. The Gardens includes both formal, cultivated gardens and restoration and management of natural areas. Effective management requires respect and an established track record of support for both cultivated gardens and the natural environment. This position also supervises propagation for collections. This is a working position and requires the care and maintenance of at least one designated section of the Botanical gardens.

Coordinates with: Executive Director, Store Manager, Nursery Manager, Maintenance, Outside Contractors, Volunteers, Horticulturalists and Visitor Groups

Leadership: Constant

- With Executive Director and Senior Staff this position is responsible for setting a positive tone within the organization.
- Incumbent must exemplify a 'can do' attitude and actively participate in problem-solving that supports MCBG.
- Participates actively in planning and financial management of the Gardens.
- Works cooperatively with others as a member of the management team and staff.
- Demonstrates initiative in identifying issues and developing solutions to help the organization.
- Maintains confidentiality of personnel and appropriate financial and planning information.
- Works to develop the professional skills of garden staff and volunteers.
- On occasion, leads tours and/or makes presentations to visitors regarding Gardens.

Garden Management: 60%

- Directs garden staff, volunteers and interns in all forms of maintenance operations: planting irrigating, weeding, fertilizing, hedging, pruning, aerating, turf renovation, mowing, edging, mulching, soil building, composting, and clean-up, arboriculture and pest and propagation management.
- Develops and implements annual cycles of planting, maintenance, and repair projects conducted by garden staff with sustainable and current strategies.
- Excellent written and verbal communication skills.
- Anticipates garden needs and puts forward in budget requests; develops annual garden budget and monitors expenditures.
- Personally participates in garden maintenance and/or propagation; shares the general workload.
- Able to work independently and as part of a team.
- Ensures up-to-date and accurate horticultural recordkeeping and mapping of collections.
- Engages with Garden Advisory Committee and ED regarding improvement and development of policy and planning for Gardens.
- Utilizes a moderate level of computer literacy for communication, collections maintenance and recordkeeping.
- Ability to meet critical goals in a timely manner.

Supervision: 30%

- Supervises garden and plant recordkeeping staff (presently 4 FTE), garden volunteers, community service volunteers, interns and seasonal part-time worker(s).
- Performs standard functions of supervision, training, counseling, and performance evaluations.
- Schedules staff coverage as needed; augments staffing with motivated, talented volunteers.
- Coordinates training in the safe operation of all types of tools, equipment, fertilizers and chemicals; coordinates all safety and accident prevention programs including emergency response.
- With staff, works with Maintenance on needed repairs, especially trail upkeep and bridge repair.
- Works with Maintenance to ensure Garden security.

Budget and Planning: 10%

- Operates within approved budget limits; helps to develop resources for Garden.
- With ED and Senior Staff develops annual list of priorities and budget plan for MCBG with particular responsibility for Gardens.
- Puts forward ideas for policy or major directional changes in Gardens to ED. Policy changes and major strategic shifts must be discussed with the Garden Advisory Committee.

Qualifications:

- B.S. Degree in Horticulture, or closely related field
- Demonstrated leadership, organizational and problem-solving skills
- Established record of excellent supervisory skills in working with staff
- Practical experience in maintaining gardens and the systems that support them
- Knowledgeable and familiar with a diverse group of plant material
- Equipment knowledge and experience with various hand and power tools
- California Driver's License and safe driving record
- California Pesticide Applicator's Certificate or must be obtained in one year
- Must be able to work harmoniously in a team-based organization
- Experience with a range of gardens and public garden spaces helpful
- Basic Computer and Internet Skills, Word, Outlook, and Excel
- Able to lift 40 lbs.

To apply please send resume to finance@gardenbythesea.org along with the application located on the website at www.gardenbythesea.org.