Woodlands Garden is recruiting a highly motivated candidate with horticultural, managerial and administrative experience to fill the position of Garden Manager. We are seeking a Garden Manager who is passionate about horticulture and botanical gardens, and has experience in greenspace maintenance. The person selected will work part-time and will be an essential member of the Garden team.

As a small nonprofit organization, the mission of Woodlands Garden is to preserve a woodland garden as an urban sanctuary to educate and engage the community in the natural world. By building on a generous gift from the family of Chet and Gene Morse, Woodlands provides respite from the urban bustle in Decatur, GA, where visitors come to appreciate its cultivated and natural beauty. This eight-acre garden includes a Georgia piedmont native garden and the Morse family heritage garden. Learn more at woodlandsgarden.org.

Duties of the Garden Manager include the following:

- Manage the maintenance of Woodlands Garden by overseeing and executing routine care of the existing landscape ranging from mature tree canopy to native plant collections, and implementation of new native gardens as part of the organization’s master plan
- Provide routine care of the Garden, including plant selection, design, planting, mulching, watering, weeding, pruning, and monitoring, using best horticulture practices
- Manage horticulture staff, including seasonal positions and garden interns
- Use equipment, tools, and irrigation systems and complete preventative maintenance for these assets
- Manage the annual garden maintenance budget and coordinate with contractors for lawn and tree care
- Recruit, communicate with, and train volunteer groups to assist with regular garden maintenance and special events as needed
- Assist with communication through regular e-newsletters to the Garden audience and capture seasonal photos of the Garden
- Lead tours of the Garden and assist with community outreach at neighborhood festivals or as a guest speaker when necessary
- Interact with the Executive Director regularly regarding all Garden activity, including making special arrangements for proper and safe use of the Garden during programs
- Support the Board of Directors and committees as needed
- Perform other duties as assigned

Qualifications:

- Demonstrated knowledge of landscape maintenance practices and hardy plant care appropriate to the region
- Willingness to work flexible hours and in adverse weather conditions
- Strong work ethic and capacity for manual labor

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• Strong verbal communication skills and comfortable interacting with garden visitors
• Eagerness to work with and build relationships with volunteers ranging from more consistent, weekly volunteers familiar with the Garden to one-time volunteer groups
• Attention to detail, time management, excellent communication skills, and the ability to collaborate with others
• Experience with computers and various software, including Microsoft Office

Preference will be given to applicants with a Bachelor degree in Horticulture, Botany, Landscape Maintenance, or a similar field. Horticulture certifications or training are highly preferred, eg. arborist certification, pesticide applicator license. A minimum of three years of experience is preferred in the field of horticulture, garden management or landscape maintenance. Other combinations of education/experience appropriate to the job will be considered.

Position open until filled.
Location: Woodlands Garden, 932 Scott Boulevard, Decatur, GA 30030
Compensation: Pay commensurate with experience
Work schedule: 24 flexible hours per week, including some evening and weekend work as needed

To apply, submit a cover letter, resume, and three references to:

Kate McAlpin, Executive Director
kate@woodlandsgarden.org