



**Position Title:** Gardener

**Position Reports to:** Horticulture Director

**Department:** Horticulture

**Exempt/Non-Exempt:** Non-exempt, 32 hours/week March-November, 24 hours/week December-February

**Direct Reports:** No

**Compensation:** \$23-24/hr depending on experience

**Paid time off:** Accrued vacation and sick time, as well as 3 paid personal days, 12 paid holidays, and 24 hours of professional development annually

**Benefits:** Kaiser medical, Guardian dental and vision, with optional spousal coverage; 401k with employer contribution

### About the Organization

Located on a secluded, lush 17-acre property in SE Portland's underserved Lents community, Leach Botanical Garden is a unique urban oasis. The Garden's mission is to maintain and enhance living collections of plants for the purposes of education, research, and conservation. In addition to providing general garden access, Leach Botanical Garden produces a broad array of educational and cultural events and programs aimed at serving families and people of all ages and backgrounds. The Garden is an environmental oasis for humans, animals, plants, and the entire ecosystem, providing critical tree canopy and access to nature for the mental and physical health of our neighbors and community. Our 'Back 5' project is a collaborative partnership in habitat restoration and native planting with a focus on underserved youth and BIPOC communities.

Leach Botanical Garden is operated by the non-profit Leach Garden Friends in partnership with Portland Parks & Recreation.

### About the role

Leach Botanical Garden is looking for a Gardener to join the Horticulture team. The Gardener will perform all maintenance needs required throughout the 17-acre botanical garden. This is a year-round position with significant physical demands that will require working in all weather conditions. The Gardener will work alongside staff gardeners and volunteers and will report to the Horticulture Director.

### About Our Team

Leach Botanical Garden staff take joy in sharing this unique and beautiful garden with our community and visitors and are excited to offer meaningful programming that improves life in our neighborhood, our city, and our world. We work hard and have fun doing it, but we are committed to being a workplace that is relaxed, friendly, respectful, and dedicated to nurturing its employees

and maintaining a great work-life balance. Our staff and board have affirmed a commitment to equity, diversity, inclusion, and access, and continue to pursue concrete steps to better embody that commitment in both our organizational and programmatic practices.

## **Responsibilities**

- All aspects of garden maintenance for formal garden areas including: cleaning, weeding, watering, pruning, lawn care, pathway maintenance, fertilization, IPM, irrigation repair, tool and equipment care
- Build and support weekly volunteer teams providing basic garden maintenance tasks
- Planning and design for seasonal installations and growing plant collections
- Lead tours and teach classes focusing on best home gardening practices
- Assist with accurate and timely plant record-keeping of the permanent plant collections
- Work as a cohesive member of the gardening team and keep a positive attitude
- Observe and work within all safety guidelines and procedures laid out by the organization
- Other duties as assigned

## **Skills, Knowledge, and Abilities**

The Gardener should have at least 2 years of experience working in a garden maintenance setting. Additionally, strong knowledge and understanding of best horticultural practices for the Pacific Northwest climate is desirable. Below are key skills that will enhance a candidate's ability to succeed in this role:

- Ability to perform intense physical labor in all weather conditions and work in an environment with occasional loud noise
- Capable of using power tools such as leaf blowers, mowers, and string trimmers
- Ability to repeatedly lift up to 50 lbs and maneuver heavy items
- Comfortable engaging with the public to provide a positive visitor experience
- Enjoy working as part of a team while also working alone for extended periods of time
- Keep open, honest, and timely communication with coworkers and supervisors
- Arrive for work on time for scheduled hours
- Keep a professional demeanor, work well under pressure, and complete all work assigned to the high standard expected of the garden department
- Bring a sense of joy to the workplace and passion for the work that you do
- Ability to bring creativity and flexibility to problem-solving
- Ability to prioritize and juggle multiple projects in a fluid working environment
- A commitment to equity, diversity, inclusion, accessibility, and a willingness to collaborate to support and prioritize these values
- Passion for healthy ecosystems, sustainable landscapes, and building resilience in the face of climate change

**Note to Candidates**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. Leach Garden Friends is committed to building a diverse and inclusive organization. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

Leach Garden Friends is committed to achieving a diverse workforce through application of its equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

**How to Apply**

Email resume and cover letter to [careers@leachgarden.org](mailto:careers@leachgarden.org) with the word "Gardener" and your last name and first initial in the subject line. A resume and cover letter combined in a single PDF document is required. Applications will be accepted until August 26th. Interviews could begin as early as the week of September 1st, so prompt application is encouraged. Start date is on or after September 15th, 2025.