



# LAKEWOLD GARDENS

## Horticulture Internship Packet

Lakewold Gardens, a ten acre historic estate garden, is seeking students interested in gaining practical experience in the field of public horticulture and non-profit garden management. Lakewold's Internship program has been established to provide students studying in the field of horticulture a practical and educationally related experience, while supporting Lakewold's institutional Mission, Vision and Core Values:

### Mission Statement

To preserve and enhance Lakewold Gardens as a historic estate garden of world class distinction, offering each visitor an inspirational experience through growth and learning in a profoundly unique setting.

### Vision Statement

To serve as a premiere Northwest garden experience.

### Core Values

- **Education and Environmental Awareness**  
In serving as a resource for the educational and environmental interests of the community, Lakewold will ensure visitors, volunteers, and staff a culture of learning within an ecologically sound environment.
- **Preservation**  
As a historically recognized garden estate, Lakewold will preserve the legacy features to include the work of Corydon and Eulalie Wagner, Thomas Church, and The H.F. Alexander Family.
- **Community Commitment**  
As a community partner, Lakewold will cultivate and strengthen relationships for the greater good and enhancement of the Puget Sound region.
- **Fiscal Stewardship**  
As a nonprofit organization, Lakewold will provide good stewardship in decision making and financial matters.

### **Educational Opportunities**

Fine Gardening  
Turf Maintenance  
Grounds Maintenance  
Equipment Maintenance  
Integrated Pest Management  
Nursery Management Plant Propagation  
Practices and Design of Ornamental Horticulture  
Organic and Conventional Pest and Disease Control  
Staff and Committee Meetings  
Organic Soil Amending  
Plant Records System  
Public Education

### **Areas of Interest at Lakewold Gardens**

Knot Garden  
Perennial Cutting Gardens  
Waterfall, Stream and Bog Gardens  
Formal Garden areas with Boxwood hedging  
Many rare and unusual perennials, bulbs and shrubs  
Large mature tree Collection, including 7 state champions  
A collection of nearly 900 rhododendrons  
Woodland Shade Gardens Fern Garden  
Quatrefoil Pool Display

**Additional information about Lakewold can be found on our website at [www.lakewoldgardens.org](http://www.lakewoldgardens.org)**

### **Required Qualifications**

Student interns must be enrolled in a college or job development institution and have completed course work in horticulture or an environmentally-related field. Basic gardening skills, interest in plants, the ability to work independently and as outlined in the intern job description below, are required. Mutual identification of learning objectives, evaluation, and periodic contact with your instructor is required.

### **Availabilities and Deadlines**

Spring/Summer 2012 open until filled.

### **To Apply**

Send your resume and completed employment application, along with a cover letter outlining your career goals, specific learning objectives and how an internship at Lakewold Gardens would help you achieve those goals.

Email your application packet to Stephanie Walsh - Executive Director, Lakewold Gardens, at [swalsh@lakewoldgardens.org](mailto:swalsh@lakewoldgardens.org) or send by mail to: PO Box 39780 Lakewood, WA 98496-3780.

# Lakewold Gardens

## HORTICULTURE INTERN

### Job Description

**Job Title:** Horticulture Intern

**Department:** Horticulture

**Reports To:** Lead Gardener

**FLSA Status:** Non-exempt position; part-time, 24 hours per week for 3 months as related to course work.

**Pay Scale:** \$10.00 per hour.

**Summary:** Maintains 10-acres of gardens as a part of the Horticulture team.

#### **Essential Duties and Responsibilities:**

- Mow, line trim and edge lawn areas.
- Trims, edges and maintain walks, shrub beds, and other areas to include weed pulling, mulch spreading, removal of ivy and other invasive groundcovers.
- Prune shrubs and trees to shape and improve growth (done with training and supervision).
- Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides (done with training and supervision).
- Plants flowers, trees, shrubs and seeds lawn areas.
- Waters lawn, shrubs and other supplemental container plantings.
- Assists with event set-up, breakdown and clean-up.
- Works with Facilities and Maintenance Team to complete related tasks.
- Works with team members in serving the horticultural needs of the community.
- Assists with Lakewold sponsored educational classes.
- Assists with special horticulturally-related projects.
- Other duties as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

*To perform the job successfully, an individual should demonstrate the following competencies:*

**Teamwork** - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

**Organizational Support** - Follows policies and procedures; Supports organization's goals and values; Respects diversity. Works ethically while communicating the Mission and Vision Statement of Lakewold Gardens.

**Planning/Organizing** - Uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

**Quantity** - Meets productivity standards; Completes work in timely manner.

**Safety and Security** - Observes and follows safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Able to deal with frequent change, delays, or unexpected events and coordinate around activities as needed.

**Attendance/Punctuality** - Is consistently at work and on time and uses responsible communication efforts in the event of illness or tardiness.

**Dependability** - Follows instructions, responds to management direction.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); and must be enrolled in a horticulture or environmentally related course.

**Certificates, Licenses, Registrations:** Good driving record with current license and CPR/First Aid. Certification within first year.

**Other Skills and Abilities:** Must be able to safely operate routine gas-powered grounds maintenance equipment to include mower, edger, line trimmer, and backpack blower.

**Physical Demands/Work Environment:** The physical demands and work environment of this job are detailed on the next page. These parameters are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand. The employee must regularly lift and /or move up to 50 pounds.

While performing the duties of this job, the employee is almost exclusively required to work outdoors and frequently in inclement weather.

Appropriate dress and behavior are expected at all times.

Signature \_\_\_\_\_ Date \_\_\_\_\_

12317 Gravelly Lake Dr. SW • Lakewood, WA 98499

Mailing Address: P.O. Box 39780 • Lakewood, WA 98496-3780

253-584-4106 • Fax 253-584-3021 • [www.lakewoldgardens.org](http://www.lakewoldgardens.org)

# GARDENER

## PHYSICAL REQUIREMENTS OF THE JOB

### Physical Requirements

- NP** Not Present
- O** Occasional (up to 25% of time)
- F** Frequent (26%-74% of time)
- C** Constant (75% or more of time)

Requirement	Parameters				(e.g., # lbs., % of time, what, where)
	NP	O	F	C	
• Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area.				X	Weedeating, blower, edger and mowing.
• Sitting: Remaining in the normal seated position.		X			Mowing
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		Weedeater and blower.
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.			X		Wheelbarrow
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.			X		Weedeater, lawn mower and wheelbarrow.
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.		X			Ladders
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.				X	Weeding
• Kneeling: Bending legs at knees to come to rest on knee(s).				X	Weeding
• Crawling: Moving about on hands and knees, or hands and feet.				X	
• Reaching: Extending hand(s) and arm(s) in any direction.				X	Weedeating, blower and cleaning pool.
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).				X	Hedge trimming, weedeating and blower.
• Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine.				X	Weedeating, weeding, blower and mowing.
• Talking: Expressing or exchanging ideas by means of the spoken word.				X	
• Hearing: Receiving detailed information through oral communication.				X	
• Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.	X				
• Vision: Clarity of vision at near and/or far distances.			X		
• Driving: Requires valid state driver's license.		X			
• Computer: Usage or other special equipment operated.		X			Company truck, mower and riding tractor.
• Work environment: Outdoors in all weather conditions.				X	