

Seasonal Garden Maintenance

This position is a 30 hour per week position and the successful candidate will be responsible for layout, maintenance, irrigation and upkeep of the 11 gardens located at the Waba Cottage Museum. It is essential that this position interacts with the public in an effective manner as there are times when they are the only staff present on Museum site

Employment Skills Development Objectives

- Hands on work in a museum/garden setting that will help them to enter into the regular labour force.
- Acquire specialized skills through the training and support provided by the Township Staff.

As a supervisor, in conjunction with the Museum Curator, you must ensure that the daily staff schedule may, but not be limited to include the following:

- Daily opening and closing of the museum buildings pending other staff availability
- Assist Township staff, volunteers and contractors to ensure a timely and smooth opening of the facility to the public for the season
- Present gardens to public to the best of ability according to seasonal and weather conditions utilizing environmentally friendly techniques of recycling and composting when applicable
- Daily cleaning of washrooms and removal of garbage, and stocking of supplies
- Collect all applicable fees
- Refer potential bookings for tours and weddings, etc to Township office.
- Tour grounds for damage to grounds or buildings, report to the Township office if damage occurs.
- Ensure gardens are tended for attentively and irrigation systems are working properly.
- Instruct the garden/assistant student on their duties and responsibilities.
- communicate with Parks and Recreation Department in an ongoing fashion to ensure efficient operations at the Waba Cottage Museum
- Ensure gardens and grounds are presentable for tours for all age groups.
- Coordinate with Museum Curator and Township staff and ensure programs such as school group tours, workshops, and lectures are met in a professional and courteous manner
- help ensure that other groups such as Wedding parties and special events coordinators have all the necessary information regarding the use of the buildings and grounds.
- Prepare the soil and plant plants according to the landscape designs.
- Water the stand alone containers, and other small gardens
- Set up the irrigation system for the larger gardens
- Weeding and fertilizing
- May install garden lighting and ornaments.

- Construct or paint small projects
- May do basic planning and design work.
- Dividing perennial plants and relocate them to other gardens
- Pruning trees and shrubs.
- Keep a daily log sheet of duties completed
- Keep a daily log of new plants how they respond to their new environment as well as failures
- Respond to visitors' questions concerning the gardens and the museum.
- Other duties can include conducting tours in the museum and gardens, as well as assisting the Parks and Recreation Department with the various special events at the Museum
- Close down the buildings and grounds for the winter season

Candidate Profile

- Community college or university level of education an asset
- ability to supervise will be considered an asset
- Drivers' license is required.
- Good communication skills with public and proven horticultural skills.
- Be able to interpret and follow plans and drawings.
- To be creative and also have organizational ability.
- Requires minimal supervision and independently contributes ideas and creates new projects.
- Must be dependable, self-motivated and a responsible individual
- Must be physically fit to carry heavy materials and do repetitive tasks.
- Must have experience in operating power tools and hand tools.