



Waba Cottage Gardener – Seasonal Position 2026

Township of McNab/Braeside Parks & Recreation Department

Job Summary:

The Gardener is a key contributor to Waba Cottage Museum & Gardens and is responsible for all garden landscaping on the property. Waba Cottage Museum & Gardens is an 8-acre parcel nestled on the shores of White Lake. Boasting glorious, themed gardens that draw visitors from near and far this property is a gem in the cultural sector of the Ottawa Valley.

Start Date	April 20, 2026
End Date	October 23, 2026
Hours	35 hours / week, 5 days / week
Location	Waba Cottage Museum and Gardens, 24 Museum Rd. White Lake ON

Duties:

- Responsible for the layout and design, soil preparation, weeding, fertilization, watering and ongoing upkeep of all gardens
- Work to ensure a timely and smooth opening of the grounds to the public for the season
- Utilize environmentally friendly techniques of recycling and composting when applicable
- Ensure that gardens and grounds are presentable for weddings and events
- Monitor irrigation systems to confirm that it is working properly
- Tour grounds to check for damage and report any to the Recreation Director immediately
- Divide perennial plants and relocate them to other gardens
- Prune trees and shrubs
- Maintain accurate records of daily activity
- Keep a journal of new plants how they respond to their new environment (including those that fail)
- Respond to visitors' questions concerning the gardens and the museum
- Conduct tours of the gardens and grounds
- Be prepared to learn basic knowledge of the history of the grounds
- Aid in preparations required for special events
- In the Museum Curators absence, preform daily safety check of the buildings
- Daily cleaning of washrooms and removal of garbage, and stocking of supplies as required
- Contribute ideas and help move these to action
- Perform as a positive mentor to summer students and provide instruction on their duties and responsibilities.
- Responsible for preparations to open the gardens for the season and prepare for winter closing.
- Other duties as assigned

Skills/ Abilities/ Work Demands:

- Works well within a large team, yet requires minimal supervision
- Ability to interpret and follow plans and drawing
- Knowledge of provincial regulations, including the Occupational Health & Safety Act, and related on-site training (Confined Space Entry, Working at Heights, Propane Handling, WHIMIS) is considered an asset

Job Requirements:

- Proven horticultural skills; familiar with a variety of flora and soil preparation
- Ability to communicate effectively orally and in written form in a professional and manner
- Must be dependable, self-motivated and responsible
- Must be physically fit to carry heavy materials and do repetitive tasks
- Must have experience operating lawn equipment, power tools and hand tools
- Valid class "G" license and satisfactory driving record
- Proficient computer skills (email, Word, Excel, web browser)
- Able to perform duties outdoors in inclement weather
- Flexibility to work weekends as required

Please submit your resume in confidence, clearly marked quoting "**Gardener**", no later than March 20, 2026, at 4:00 p.m. to:

Mandy Cannon, Interim CAO/Clerk by emailing mcannon@mcnabbraeside.com
Drop off or mail: Township of McNab/Braeside, 2473 Russett Drive, Arnprior, ON K7S 3G8

The Township of McNab/Braeside is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.