



## Portland Japanese Garden seeks Full-Time, Seasonal Assistant Gardener

### Position Overview

The Seasonal Assistant Gardener is responsible for assisting Gardeners with all grounds maintenance needs required throughout the garden. The Seasonal Assistant Gardener reports to the Senior Gardener.

### Primary Duties

- Assist garden staff to provide overall care, daily maintenance, repairs, and improvements of the garden and its environs using appropriate Japanese gardening practices and principles
- Maintain garden tools and equipment, including cleaning, sharpening, and light repair
- Work as part of the gardening team, take instructions from the Gardeners, and be a positive team member
- Ensure timecards, deadlines, and correspondence within the institution are completed timely and accurately
- Other duties as assigned

### Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code and wear Garden uniform

### Qualifications

- Completion of high school or equivalent education
- Completion of a horticulture training program or equivalent experience in landscape maintenance
- Current driver's license

### Special Requirements

- Ability to perform intense physical labor in all weather conditions
- Capable of using power tools such as leaf blowers, mowers, and chain saws
- Ability to repeatedly lift up to 50lbs and maneuver heavy items
- Ability to climb and work on tall ladders

### Compensation & Schedule

- Wage: \$16.00/hour
- This is a full-time, hourly position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), 6:30am to 3:00pm, Monday through Friday. This is a non-benefited, temporary position until September 30th, 2019, and the position is available immediately.

## Applications

To apply, please email a resume, cover letter, and three work-related references to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Seasonal Assistant Gardener" in the subject line. Please no phone calls or hand delivered applications. Application review will begin immediately and will continue **until the position is filled**.

All submitted applications will be held in confidence.

## Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.