



Portland Japanese Garden seeks Full-Time, Seasonal Assistant Gardener

Position Overview

The Seasonal Assistant Gardener will assist Gardeners with all grounds maintenance needs required throughout the garden. The Seasonal Assistant Gardener reports to the Garden Curator.

This is a seasonal position beginning May 17th and lasting for six months.

COVID-19 Vaccination Policy: For the safety of our staff, volunteers, and guests, Portland Japanese Garden is requiring all staff and volunteers to be vaccinated against the COVID-19 virus. Staff are required to become 'fully vaccinated' by June 30th (first shot by May 15th). 'Fully vaccinated' means 2 shots of either the Moderna or Pfizer vaccine, or 1 shot of the Johnson & Johnson vaccine – plus 2 weeks after the final shot. If any staff are experiencing difficulty scheduling an appointment, they can contact the Human Resources Manager for assistance.

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
- Report daily to the Garden Curator
- 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
- Maintain a high level of professionalism in manner and appearance
- Take direction and work effectively in a team environment
- Adhere to Garden Dress Code and wear Garden uniforms

Qualifications

- Completion of high school or equivalent education
- Completion of a horticulture training program or equivalent experience in landscape maintenance
- Current driver's license and ability to drive a manual vehicle

Special Requirements

- Ability to perform intense physical labor in all weather conditions

- Must be 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

- Wage: \$18.00/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 available starting May 17th and lasting for 6 months from the starting date.

Applications

To apply, please submit a resume, cover letter, and three work-related references via email to humanresources@japanesegarden.org, with "Seasonal Assistant Gardener" in the subject line. Incomplete applications will not be considered. 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 typically has a year-round staff of 95+ FTE's and 35+ seasonal staff, supplemented by over 300 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.

Here are a few of the benefits our employees enjoy:

- 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 and your family and friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Portland Art Museum, OMSI, 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.