



---

## Position Description

**Position Title:** Horticulturist & Volunteer Coordinator

**Department:** Horticulture

**Reports to:** Curator of Collections

**Classification:** Full-time, Non-Exempt

---

**Organizational Description:** The Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and subtropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia and Florida. The Garden's mission is to connect people and plants through display, education, conservation and science. The Garden's hands-on interactive Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails and Pfeffer-Beach Butterfly House offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 non-profit organization.

---

### Job Summary:

Serves as volunteer coordinator for Naples Botanical Garden and supervises the horticulture volunteers. This position is responsible for the maintenance and care of ornamental beds, including annual rotational beds, trees and shrubs as well as other areas as assigned.

Among the duties assigned to this position are the following:

- Schedule and supervising volunteers for routine maintenance and special projects.
- Coordinate activities with lead gardeners.
- Maintain Garden to the highest horticulture standards. Maintain ornamental beds by mulching, weeding, and clearing area free of litter and leaves. Also properly groom, deadhead, stake, and prune plants.
- Recognize and report potential physiological or nutritional problems such as wilting, leaf scorch, or deficiencies of nitrogen, iron, and magnesium.
- Operate all equipment and tools safely and properly. Return cleaned tools and equipment to proper place.
- Follow proper techniques of soil preparation, plant installation, and pesticide/herbicide/fertilizer application.
- Provide transportation, equipment and instruction to volunteers.
- Supervise propagation and potting in the North Nursery, North Shade House and other areas as assigned.
- Other duties as required and assigned.

### Minimum Qualifications:

- A minimum of three years experience in public gardening and/or landscape and grounds maintenance and/or other horticulture/natural areas. Some supervisory experience preferred.
- Must possess a valid driver's license and good driver's record, and be capable of operating pickup trucks and other essential equipment safely.

### Knowledge, Skills and Abilities:

- Strong knowledge of plant material, proper maintenance techniques, and correct horticultural practices, with good aesthetic sensibility.
- Understanding of Integrated Pest Management techniques.
- Associates degree in plant-related field or certification as Florida Certified Horticultural Professional within 18 months.
- Ability to work well with and/or supervise a diverse and multicultural workforce, including volunteers of all ages and abilities.
- Knowledge of and ability to teach the safe use of tools, lifting techniques, ladders, etc.
- Ability to work as part of a team or individually with little or no supervision.

- Ability to operate sprayers (including herbicide/pesticide), blowers, trimmers and augers safely.
- Good interpersonal communication and literacy skills.

**Working Conditions:**

- Normal work hours are Monday-Friday, 7:45-12:45; must have flexible schedule as work priorities or seasonal needs change.
- Must be able to work required overtime, often with little advance notice (e.g., storm damage). Schedule includes evenings and weekends.
- Must be able to work outside in inclement weather—extreme heat, high winds, and rain.
- Must be willing to apply herbicides and pesticides under supervision.

**Requirements/Qualifications**

- Pre-Employment background check required.

**To Apply:** Please submit a resume and contact information by email to [employment@naplesgarden.org](mailto:employment@naplesgarden.org). To find out more about Naples Botanical Garden, please visit our website at [www.naplesgarden.org](http://www.naplesgarden.org). Naples Botanical Garden is an Equal Opportunity Employer and has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin (ancestry), or disability.