



Children's Garden Manager

Overview

Myriad Botanical Gardens, located in the heart of downtown Oklahoma City, is seeking a highly-motivated and innovative individual with a passion for public gardening to serve as Children's Garden Manager for its one acre Children's Garden. This free and open to the public children's garden attracts visitors and school groups year-round. The Garden consists of a maze, fishpond, bamboo garden, a pollinator garden, raised beds, as well as numerous other garden beds, exhibits and play areas. It is a part of a 15-acre urban greenspace that includes vibrant gardens, an event lawn, dog park, tropical conservatory, lake, water features including splash pads for children and a winter ice skating rink. This is a full-time, non-exempt position that reports to the Director of Horticulture.

Essential Duties and Responsibilities

Working with the Director of Horticulture, the Children's Garden manager will be responsible for the following:

- Maintaining a high level of horticultural excellence within the Children's Garden by performing routine garden care including planting, watering, fertilizing, trimming/pruning, weeding and mulching.
- Planning and executing seasonal change outs in raised vegetable gardens, containers and annual beds.
- Creating engaging and educational displays and exhibits.
- Collaborating with various departments and staff to design and install displays for special events and festivals.
- Curatorial duties such as identification signage and maintaining plant records through IrisBG plant database
- Overseeing volunteers and seasonal interns in Children's Garden assignments
- Coordinating and communicating with staff members from multiple departments
- Maintaining a friendly, polite, service-oriented demeanor.
- Other duties as assigned by Director of Horticulture.

Education and Experience

- A minimum of three years' experience working in a garden setting
- Bachelor's degree in horticulture or a related field

Computer Equipment and Software Requirements

- Proficient in Microsoft Office Suite.
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

- Certified Pesticide Applicators license preferred.

Skills and Abilities Required

- Strong horticultural skills and knowledge including working with vegetables, prairie plants, perennials and shrubs.
- Ability to develop staff to work as a team.
- Ability to manage multiple tasks through use of effective organizational and time-management skills.
- Professional work ethic.
- Ability to work flexible hours as needed.
- Ability to follow oral and written instructions.
- Skill in using various types of tools.
- Skill in following procedures used to repair or replace various items.
- Ability to perform preventive maintenance repairs.
- Ability to use work aids and hand/power tools.
- Ability to work with others.
- Ability to follow safety procedures, rules and regulations.
- Ability to make independent decisions.

Work Environment

- Outside; continually exposed to heat, cold, humidity, dust, etc.
- Exposed to plant and tree pollens, bee or wasp stings, poison ivy and/or other allergy causing agents.
- Subject to working on or around slippery surfaces such as wet sidewalks, mud and oil.
- Exposed to hazards due to lifting, cleaning, and using tools and/or equipment.
- Will work near moving objects such as traffic and equipment.
- Exposed to toxins and chemical irritants such as fertilizers, pesticides and herbicides, etc.
- Some locations visited during the course of executing job duties may not be wheelchair accessible; majority of time spent outside.

Physical Requirements

- Must be able to lift, push, pull or carry objects weighing up to 40 pounds.
- Must be able to exert oneself physically throughout the working day.
- Must be able to bend, twist, stoop, or reach to load and unload trucks, etc.
- Must be able to see and hear oncoming traffic, use equipment, and understand a conversation in noisy environment.
- Must be able to speak, write, and communicate clearly and distinctly with others.

Benefits

- Full time employees are eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays.

To Apply

- Please email resume to Careers@myriadgardens.org

Equal Opportunity Employer Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.