

FORT TICONDEROGA AMERICA'S FORT

Horticulture Technician Status: Temporary Seasonal Position

PRIMARY PURPOSE OF POSITION

The Horticulture Technician staff member is responsible for performing basic gardening tasks and maintenance of outdoor areas. The Technician interacts with our visitors and presents tours and demonstrations. It is essential that you be informed and enthusiastic about the many opportunities at the Fort: the daily program, the special events, the off-season activities, the Member program, and the product that you serve. Fort Ticonderoga is a private non-profit organization and your work serves Fort Ticonderoga's mission.

STANDARDS

Maintain a positive, enthusiastic outlook; smile and greet guests, employees, managers, and supervisors; show respect for and cooperate at all times with those for whom and with whom you work; report to work as scheduled and on time; meet appearance standards; perform assigned tasks accurately and on time.

RELATIONSHIPS

- ❖ This person reports to the Garden Foreman and the Assistant Director of Interpretation.
- ❖ This person works closely with all other departments and must be willing to work, as needed, in all areas of Fort Ticonderoga.
- ❖ Efficient work requires a spirit of positive cooperation with co-workers.

COMMUNICATION SKILLS

- ❖ Able to talk to an audience of diverse age and backgrounds
- ❖ Clearly communicate with individuals
- ❖ Present a professional image with regards to Fort Ticonderoga in all media
- ❖ Understand, follow and enforce the directions of the Garden Foreman and all senior supervising staff
- ❖ Is kind, polite and courteous at all times.

RESPONSIBILITIES

Including but not limited to:

- ❖ Learns the history of the King's Garden and the surrounding landscape.
- ❖ Has general knowledge of plants and their importance in everyday life.
- ❖ Performs basic gardening tasks including weeding, watering, deadheading, mulching, pruning, raking, sweeping, staking, planting, seeding, bed preparation, dividing, edging,

mowing, and others.

- ❖ Performs basic maintenance tasks including cleaning garden benches, ornaments, displays, signs, and structures, skimming/cleaning the pool, and others.
- ❖ Monitors interpretive displays and self-guided items as assigned in the formal garden, greenhouse, and children's garden; communicates with Director of Horticulture to replenish handouts and materials; keeps all displays tidy and museum-quality.
- ❖ Opens and closes the garden.
- ❖ Is familiar with corn maze operations and is prepared to perform all duties associated with daily maze operation.
- ❖ Conducts guided tours of the garden and horticultural demonstrations, answers questions and assists visitors whenever necessary.
- ❖ Gages success of programs based on visitor feedback; completes data sheets for number of guests served.
- ❖ Is responsible for tools and equipment used in the course of work.
- ❖ Informs Director of Horticulture when supplies are needed.
- ❖ Sells iris rhizomes, produce or other goods as needed.
- ❖ Other duties as assigned.

PHYSICAL EFFORT

Garden work requires effort and may be strenuous. The various duties require the ability to endure varied temperatures including heat and cold in an outdoor environment in all types of weather. There are activities that require bending, squatting, stooping, kneeling, moving supplies and equipment, pushing, pulling, lifting and grasping. Must be able to lift 50 lbs., able to stand and walk for an extended period (up to 4 hours) and must have manual dexterity to perform job duties.

VISUAL ATTENTION, MENTAL CONCENTRATION and MANIPULATIVE SKILLS

Work performed requires concentration to ensure accuracy in completing assignments correctly the first time. Also expected is the capability to prioritize assignments and tasks to best benefit the garden and the ability to assist projects as needed.

SAFETY FOR OTHERS

The Horticulture Technician should understand the safety procedures for all equipment and supplies used. Every effort should be taken to ensure proper operation of equipment and supplies. The individual employee must be aware of potential hazards to visitors at all times.

GOALS

- ❖ Deliver high quality work in the King's Garden/Corn Maze.
- ❖ Safe, meaningful and professional delivery of tours and programs.
- ❖ Build strong, positive relationship with everyone you serve.
- ❖ Be fully present, fully aware, fully available for those you serve.
- ❖ Be a valuable, positive contributor to the team.
- ❖ Respond to change and adversity positively and productively.
- ❖ Proactively initiating positive change.
- ❖ Wise use of time, money, materials, collections and land.
- ❖ To serve Fort Ticonderoga's mission in all of your work.

SCHEDULE

Variable, not to exceed 40 hours per week, 8:00 am –5:15 pm.

Must be available on weekends and holidays. This is a temporary seasonal position.
Fort Ticonderoga is an Equal Opportunity Employer.