



Volunteer Program Intern Job Posting

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG will welcome guests to a world-class botanic garden in 2020, inspiring people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a Volunteer Program Intern for 10 weeks this summer who will take a lead role in furthering the development of the HBG volunteer program including coordinating volunteer activities, updating orientation materials, organizing safety training protocol, tracking hours, and working alongside volunteers in various activities. The ideal intern qualifications include an outgoing personality, enjoys working with others, highly organized, and able to multi-task in a fast-paced and dynamic environment. S/he will also be expected to enjoy working alongside volunteers to make a positive difference in the environment and local community. Minimum age requirement is 18 years or older.

Main Job Responsibilities:

- Volunteer Coordination
Plan and organize HBG volunteer materials (schedules, training, reports, etc.)
- Horticulture Volunteer Activities
Support and work alongside horticulture volunteers (watering, weeding, pruning, and other basic gardening tasks)
- Lead/Develop
Update existing volunteer materials and participate in brainstorming for volunteer engagement strategies
- Photo Documentation
Take pictures and track progress
- Assist with Special Projects, as needed

Qualifications:

- Motivated self-starter
- Passion & care for the environment
- Any experience in horticulture, gardening or getting your hands dirty
- Excellent verbal and written communication skills
- Ability to participate in a team as well as acting autonomously as appropriate
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)

Application Procedure: Interested candidates should send a cover letter and resume to hr@hbg.org. We will contact those candidates who most closely match our requirements. Thank you for your interest in *Growing Houston's Garden!*