



## Horticulture Assistant (Full-time)

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. The Garden strives to inspire all people to love plants and be good stewards of the natural world. The gardens include a global garden with arid, subtropical, and tropical plants; a culinary garden with permanent and seasonal displays; a family garden centered around a lagoon; a woodland event garden; wetlands; and a coastal prairie on a 132-acre site.

The Houston Botanic Garden is seeking a Horticulture Assistant who will be an important member of the horticulture team, and will be responsible for assisting with horticulture maintenance. The Horticulture Assistant will report to the Horticulture Supervisor but will also receive guidance from other Horticulturists regarding general work direction and daily assignments. The ideal candidate is an energetic, team-oriented gardener interested in hands-on projects in all of our gardens – Susan Garver Family Discovery Garden, Global Collection Garden, and Culinary Garden – and natural ecosystems, including Stormwater Wetlands and a Coastal Prairie. This multi-faceted position will also involve assisting with preparation for volunteer horticulture workdays, plant labeling, and education programs.

### Main Job Responsibilities:

- Work hands-on assisting Horticulturists in cultivated gardens. Tasks may include: weeding, planting, pruning, mulching, watering, staking, dividing, and transplanting plants; path maintenance; mowing; fertilizing; pest and disease control; and removal of invasive plant species.
- Operate equipment and tools to efficiently accomplish work, including but not limited to carts, skidsteers, mowers, pruners, loppers, weed eaters, chain-saws, blowers, etc., and assist with their maintenance.
- Participate in plant documentation through plant labeling tasks.
- Support volunteer coordination for horticulture tasks.
- Assist in garden education programs, including giving tours.
- Understand, and adhere to, all Garden policies.
- Other tasks as assigned.

### Qualifications & Experience Requirements:

- Demonstrated horticulture experience through education and hands-on field work.
- Ability and willingness to perform hands-on gardening work in all types of weather typical in Houston (heat and humidity, freezing temperatures, wind, and rain).

- Ability and willingness to work flexible hours, including evenings, weekends, holidays, and special events, as needed.
- Position subject to passing a criminal background check.
- A valid driver's license.

Ideal Candidates will also possess:

- Ability to be flexible and thrive in a dynamic garden setting.
- Demonstrated passion for plants and the natural environment.
- Ability to work cooperatively and effectively with others.
- Positive, can-do attitude and willingness to “roll up sleeves.”

Physical Job Demands:

- This position requires outdoor physical work, including frequent standing, walking, bending, kneeling, stooping, crouching, reaching, carrying, lifting, pushing, or pulling of objects up to 80 pounds, often working alone. It may also require some occasional office work on a computer, sitting for extended periods.

Position Details:

- Hourly rate: \$15-\$17
- Full-time: 40 hours/week
- Schedule: Tuesday-Saturday

Application Procedure: Interested candidates should send a resume and cover letter to [hr@hbg.org](mailto:hr@hbg.org). We will contact those candidates who most closely match our requirements.

**Thank you for your interest!**