

THE NATIVE PLANT CENTER

AT WESTCHESTER COMMUNITY COLLEGE

Garden Curator/Educator

Overview

The Native Plant Center at Westchester Community College in Valhalla, NY, is a program of the Westchester Community College Foundation and an affiliate of the Lady Bird Johnson Wildflower Center in Texas. The Native Plant Center maintains demonstration gardens and educates the public about the environmental necessity, economic value, and natural beauty of native plants. The Center is seeking a part-time Garden Curator/Educator to manage and oversee its gardens and plant-related needs and to provide educational outreach about native plants. This position reports to and is under the supervision of the Director of The Native Plant Center.

Responsibilities include:

- Manage the demonstration gardens, including overseeing contracted maintenance crew, performing gardening chores as needed, and maintaining records of garden inventory and tools
- Supervise and educate volunteers, coordinate and manage volunteer work days, interface with advisory committee members
- Assist in teaching about native plants, including researching and writing educational signage, conducting garden tours, and giving presentations
- Provide community outreach
- Manage new gardening projects
- Coordinate the organization and execution of annual plant sale
- Help identify grant funding and other revenue sources for the gardens
- Assist the Director with other projects/events as needed

Qualifications

- Extensive knowledge of native plants and sustainable gardening practices
- Minimum of 3 years professional experience in horticulture or related field
- Experience in managing horticulture staff, contractors, volunteers
- Enthusiasm for teaching others about native plants
- Experience with project management and ability to complete projects in a timely manner
- Garden design experience a plus
- Strong organizational skills and ability to maintain records
- Team player who can collaborate with wide range of people
- Excellent written and verbal communication skills
- Adherence to deadlines
- Ability to perform strenuous tasks in a variety of conditions and weather, and lift or move heavy objects
- Flexibility to work varied schedules, including evenings and weekends as required
- Dependable, hard-working, passionate, positive, self-starter
- Experience in Word, Excel, Outlook
- Valid driver's license required

Compensation

This is a part-time position (17½ hours/week); salary is commensurate with experience.

Qualified applicants should send a cover letter and resume to:

Carol Capobianco
The Native Plant Center at Westchester Community College
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Valhalla, NY 10595
wcc.nativeplant@sunywcc.edu