



1207 Seminole Highway
Madison, WI 53711-3726
(608) 263-7888
Fax (608) 262-5209
arboretum.wisc.edu

Longenecker Horticultural Collections Assistant Position Description

Title: Longenecker Horticultural Collections Assistant

Supervisor: Longenecker Horticultural Gardens Curator

Objective: To work with Arboretum staff and other volunteers to maintain the Longenecker Horticultural Gardens, Viburnum Gardens and other horticultural areas.

Responsibilities:

- Assist with tree and shrub removal and planting.
- Weed and mulch specimen beds.
- Help with renewal and deadwood pruning.
- Be attentive to safety and ergonomic issues when gardening and using tools. Follow Arboretum staff instructions while doing garden tasks.

Qualifications:

- ability to work safely as part of a team
- ability to learn plant species
- ability to bend, kneel, squat, and lift up to 25 pounds

Training: No previous experience is needed—all tools and training are provided. Training will be provided by program supervisor. Background in gardening and/or plant identification is helpful, but not required. We learn as we work in, and enjoy, the gardens.

Commitment: Times are flexible to fit your schedule; you can volunteer anytime Monday through Friday, 8 a.m. – 3 p.m. Volunteer once a week or once a year.

Benefits: As a Longenecker Horticultural Collections Assistant you will work with the newest development in the woody plant industry, gain knowledge of the Arboretum's garden specimens, increase your understanding of horticulture practices, have the satisfaction of enhancing our gardens, enjoy a sense of camaraderie from working with others, and gain practical experience for résumé building. You will also receive:

- An invitation to the Annual Volunteer Recognition Reception
- Recognition in the Arboretum newsletter's volunteer recognition issue
- An invitation to the Winter Enrichment Education Series for Arboretum volunteers and Madison-area naturalists
- A periodic volunteer newsletter
- Free parking

This is an equal opportunity position. Please let us know if you need any accommodations.

Please call David Stevens, david.stevens@wisc.edu or 608-890-4825, for more information.