



CITY OF URBANDALE
invites applications for the position of:
**Arboretum/Horticulture
Intern**

SALARY: \$13.00 - \$14.00 Hourly

OPENING DATE: 01/15/21

CLOSING DATE: Continuous

SUMMARY DESCRIPTION:

The City of Urandale Parks and Recreation Department is seeking an individual for an intern at the Jackaline Baldwin Dunlap Arboretum. Reporting to the Parks Supervisor, this internship will offer a broad range of work experience in an arboretum to individuals interested in a career in public and ornamental horticulture. The internship will provide an opportunity to enhance creative problem solving skills as well as development practical career experience in public garden management.

This internship is approximately mid-May to mid-August, 2021. Working hours are 8:00 AM to 4:00 PM; Monday – Friday, and may include weekend hours.

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Assist with all aspects of maintenance of the arboretum as directed by Parks staff
- Designing, planting and maintenance of landscaping and flower beds
- Work with staff and volunteers in gardening and landscaping
- Provide design input for plantings, programs, and special events
- Mowing and trimming grounds, weeding, watering, digging, raking, and using hand tools for a variety of landscaping duties
- Assist with recordkeeping of work accomplished, landscape mapping and identification
- Assist with occasional weekend responsibilities to provide necessary plant care
- Operate small gas-powered engine tools
- Ability to drive a small utility vehicle
- Ability to lift up to 50 lbs.
- Other Parks related duties as assigned

TYPICAL QUALIFICATIONS:

- This internship is open to current undergraduate or graduate students pursuing a degree in horticulture or closely related field.
- Must be 18 years of age and have a valid driver's license.

SUPPLEMENTAL INFORMATION:

For more information, please contact Kevin James, Assistant Director of Parks and Facilities, at (515)331-6799 or kjames@urbandale.org. Applicants selected will be invited to participate in the interview process. No exceptions or extensions will be granted to the interview process. Post-offer/pre-employment background /motor vehicle report check and drug test are required.

The City of Urbandale is an Equal Opportunity Employer. Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.urbandale.org>

Position #21-Arb/Hort Intrn-01
ARBORETUM/HORTICULTURE INTERN
BL

3600 86th St.
Urbandale, IA 50322
515-331-6786
