



Filoli **GARDEN INTERN**

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories.

SUMMARY

Garden Interns participate in the 10-week program and rotate throughout the 16-acre formal garden working two weeks in each area, including the greenhouse area, under the direct supervision of an Area Lead Horticulturist. They learn techniques of planting, watering, hedging, fertilizing, mowing and pruning. Interns also learn to operate power equipment, use hand tools and are required to learn garden and greenhouse plants, weeds and native plants.

The Garden Intern Program is available each season and is designed for students studying horticulture, public garden management, landscape maintenance, landscape architecture and other related majors. Both current students and recent graduates are eligible for the program. They are tested on these subjects at the end of the program and may earn college credit. Dates of the program are as follows:

Winter – January 7 to March 15
Spring – March 25 to June 7
Summer – June 17 to August 23
Fall – September 16 to November 22

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Preserve, maintain, and care for a specific area of the garden. Duties and responsibilities include:

- Planting and Soil Preparation: Use of hand tools and equipment to prepare and amend soil, plant bulbs, annuals, perennials, woody plants and follow a formal planting plan;
- Pruning & Hedging: Prune and train trees, shrubs, hedges, topiary, and vines in accordance with landscape design specifications;
- Irrigation: Check soil moisture and hand water;
- Turf Care: Mow, edge, dethatch and aerate;
- Pest, Weed and Brush Control: Weed, cultivate, rough-cut, vertebrate pest control and poison oak control;
- Fertilizing: Use broadcast and rotary spreaders and composting;
- Clean-up & Grooming: Leaves, debris, deadhead and groom pots and beds;
- Harvesting: Fruit, cut flowers, herbs and foliage;
- Structural Maintenance: Repair header board and plant support structures, monitor and clean pools and drains, control algae on brick paths;
- Equipment Care & Maintenance: Provide basic care and some maintenance for tools and equipment;

- Safety: Follow safety standards regarding equipment use, pesticide use, and ergonomic safety;
- Assist with special events: set-up tables and chairs, assist with parking, put up holiday lights, etc.;
- Interact daily with Filoli visitors and share information about our historic horticultural landscapes and displays;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

SUPERVISORY RESPONSIBILITIES

This position may occasionally supervise garden volunteers.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education and/or Experience:

Education:

- Current student or recent graduate (within 2 years) with a Bachelor's or Associate's Degree in Horticulture, Botany, Plant Science, Environmental Science, Landscape Preservation or Landscape Architecture or other related field;
- Should have a cumulative GPA of 2.80 or better;

Experience:

- For recent graduates looking to further their theoretical or practical education, prior internships or apprenticeships are a plus.

Skills and Abilities:

- Ability to learn, understand and apply the basic principles of horticulture, plant science, and botany;
- Mechanical abilities necessary to safely operate a range of power equipment, vehicles and tractors;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Proficiency with email and basic MS Office applications;
- Communicate (listening and speaking) effectively and respectfully with Filoli employees and volunteers;
- Work independently, and demonstrate wise decision-making within the bounds of the area of responsibility and authority;
- Take direction, multi-task and work effectively in a team environment;
- Ability to interact with Garden Staff, volunteers, members and visitors.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb ladders (extensive use of orchard and extension ladders up to 16' and scaffolding up to 25') and stairs, balance, stoop, kneel, crouch, crawl, reach, handle, lift, carry, push and bend frequently;
- Possess strength sufficient to exert force up to 60 lbs. occasionally and/or up to 35 lbs. frequently, and/or up to 20 lbs. constantly to lift, carry, push and pull or otherwise move objects;
- Perform repetitive motions up to 50% of time using tools and equipment;
- Able to drive vehicles and large garden equipment.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, but there are occasional (2-3x a day) when the noise level requires the use of protective gear to shield ears. Due to the use of garden equipment and possible airborne debris, the use of protective eye gear is required when appropriate.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.