

## **Garden Intern – Reeves-Reed Arboretum**

**Purpose:** Provide a hands-on experience to learn the practical aspects of growing and maintaining an historic garden and other garden and native plant areas. The internship program at Reeves-Reed Arboretum is designed for individuals who are currently enrolled in a horticultural or related program or who might be returning to school and want to learn more about a career in public garden management.

### **Job Responsibilities:**

- Under the direction of staff horticulturists install and maintain woody plants, annual and perennial herbaceous plants and turf grass
  - Maintain native northeastern hardwood forest
  - Maintain native meadow and wildlife habitat.
  - Propagate and grow plant materials for use in the gardens and native areas
- Keep records of daily work activities.
- Perform research work as instructed by the Director of Horticulture.
- Maintain a clean and orderly work area.

### **Skills Required:**

- Some knowledge of plant identification
- Basic horticulture (Pruning, Fertilizing, Planting, Transplanting, Watering, Staking, Weeding, Mulching, etc.)
- Ability to safely operate small equipment and use hand tools. Blowers, Hand Mowers, Rototillers, String Trimmers, Hedge Trimmers etc.
- Ability to safely operate Off-Road Vehicles
- Computer skills
- Physically able to perform required duties.

### **Other:**

- Unpaid internships are offered on a 1, 2 and 3 month basis. Flexible schedules can be accommodated, but generally work hours are Mon-Fri - 7:00 AM – 3:00 PM
- Field Trips to other metropolitan area public gardens and growers are part of the learning experience.

**Please forward a letter of interest and description of related experience to: Peter Grant, Director of Horticulture and Site Preservation, Reeves-Reed Arboretum, 165 Hobart Ave, Summit, NJ 07901**  
[p.grant@reeves-reedarboretum.org](mailto:p.grant@reeves-reedarboretum.org)