



**GREENWOOD GARDENS**  
274 Old Short Hills Road  
Short Hills, New Jersey 07078  
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[www.greenwoodgardens.org](http://www.greenwoodgardens.org)

## **JOB DESCRIPTION**

### **FULL-TIME GARDENER**

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Greenwood Gardens, a nonprofit public garden and historic site, is seeking a full-time Gardener.

#### **ORGANIZATIONAL OVERVIEW**

Greenwood Gardens is a public garden, a 28-acre former private estate incorporated as a non-profit organization in 2003 and accessible to the public since 2013. Greenwood is an enchanted hideaway, graced with terraced gardens, woodlands, meadows, grottoes, fountains, Arts and Crafts follies, and winding paths. Since undertaking capital projects in 2019 and 2020 in which we added substantial parking capacity; renovated the core portion of the historic garden, including two water features and major portions of the landscape; and now, renovated the Cascade water feature which represents the completion of all the garden projects in our strategic plan, Greenwood's potential for continued growth calls for increased expertise and attention to be directed toward horticulture as a means of attracting new visitors, members, donors, and volunteers who ensure our ability to carry out and sustain our mission.

The Gardener will report to the Head of Horticulture and be an integral part of the Horticulture team. The Gardener will participate in the establishment and maintenance of perennial and shrub borders, a rain garden, and other newly planted areas. The Gardener will be expected to work with volunteers and help with occasional events. Greenwood is a small organization – a highly positive attitude and unrelenting work ethic are essential.

#### **RESPONSIBILITIES**

- Perform horticultural tasks such as planting, weeding, mulching, pruning, and watering of display beds. The Gardener will have responsibility for individual garden areas and will be expected to maintain the garden areas to the highest standards.
- Work under the supervision of the Head of Horticulture on seasonal displays in their garden areas.
- Engage in seed sowing and other propagation techniques to enhance seasonal displays.
- Participate in general record keeping as requested such as inventory, signage and equipment.
- Ability to prune shrubs and small trees and to shear hedges.

#### **QUALIFICATIONS**

- The ideal candidate should be able to perform at the highest standards of garden maintenance and be able to demonstrate an understanding of the aesthetic presentation of plants and garden design.
- Three years of experience performing garden work in a public garden or other fine gardening work.

- Two years of formal horticultural training.
- Familiarity with local and ornamental plant species and keen plant identification skills are a must.
- Interest in arboriculture a plus.
- Ability to properly use shovels, rakes, digging forks, weed wrenches, hand shears and loppers to complete assigned tasks.
- Ability to follow instructions and to take initiative; ability to work independently as well as part of a team.
- Experience operating power equipment such as power garden vehicles, lawn mowers, weed trimmers and blowers a plus.
- Must be physically fit and able to lift at least 50lbs.
- Must possess a valid driver's license.

### **HOURS AND COMPENSATION**

Compensation: Competitive rates commensurate with experience; benefits include health insurance with premiums paid by employer, savings plan with match and generous time off. 37.5 hours per week. Full time/year-round

Position Application: To apply: send a cover letter or a short statement outlining professional objectives and a resume to: [rmurphy@greenwoodgardens.org](mailto:rmurphy@greenwoodgardens.org) with the header 'Gardener'.