TITLE: Butterfly House & Gardens Intern  
DEPARTMENT: Horticulture  
DATES: May – August 2020  
REPORTS TO: Horticulturist  
WAGE: $11/hour  

POSITION DESCRIPTION
The Butterfly House & Gardens Intern will maintain our Butterfly & Blooms exhibit and assist in providing the educational opportunities of the exhibit. Interacting with visitors and caring for the butterflies and the pollinator gardens allows for a wide range of hands-on experience. The intern will informally educate visitors, and supervise volunteers and other interns. This is a paid internship, 30-40 hours per week, from May-August 2020.

ESSENTIAL DUTIES & RESPONSIBILITIES
- Under the guidance of the Horticulturist, assist in the overall maintenance of the butterfly house and surrounding gardens, and other areas as needed, including the planting, transplanting, pruning, weeding, watering, mulching and support of IPM (integrated pest management)
- Properly follow all butterfly house Standard Operating Procedures as outlined in the manual, which includes but is not limited to: Weekly sanitization of the emergence chamber, tools, workspace and other necessary items; changing out feeding stations, as well as collecting and disposing of all dead specimens
- Receive weekly packages of butterfly specimens while following proper chrysalis pinning and adult release
- Maintain the success rate of chrysalis hatching through quality control of the emergence chamber’s temperature, humidity, substrate quality and visual inspection for parasites
- Attend to visitors as they enter and exit the vestibule system into the display area while routinely monitoring for hitchhiking butterflies, contaminants and other pests
- Gain an understanding of interpretative signage within the exhibit to answer visitors’ questions regarding butterfly identification, pollinators and plants used to attract them
- Assist the Education Department with the Discovery Station and other drop-in activities as time allows
- Assist in supervising volunteers while maintaining a safe and friendly work environment
- Demonstrate proper and safe operation of basic landscape tools, power tools, small machinery and vehicles
- Perform other duties as assigned

PREFERRED EDUCATION & EXPERIENCE
- Second year or higher student seeking degree in Horticulture, Plant Science, Entomology, Environmental Education, Biology, or a related field
- Experience working in a public garden or similar setting, preferred
- Strong working knowledge of plant identification, plant growth and cultural characteristics, proper IPM techniques, butterfly identification/lifecycle and the desire to continually build upon this knowledge
- Experience supervising others, including volunteers, preferred
- Self-motivated, organized, detail-oriented, effective time-management skills and bilingual a plus
- Ability to follow directions and complete tasks safely, efficiently, and to a high standard of excellence when working independently, and also able to motivate others when working in a group setting
- Ability to lift 50 lbs. and to perform strenuous physical tasks in all weather and temperature conditions
- Excellent interpersonal skills and the ability to effectively communicate to staff, volunteers, and small groups of visitors within the butterfly house
- Flexibility to work in an ever-changing environment with demonstrated ability to prioritize and juggle competing tasks
- Valid driver's license

SCHEDULED HOURS
- Monday through Friday, 9:00am – 5:30pm
- Rotating weekends and occasional evenings required
- 30-40 hours per week

APPLICATION INSTRUCTIONS
Please submit a cover letter and resume as a PDF attachment to Lindsay Hendricks at lhendricks@gbbg.org by March 1, 2020. Only those meeting the minimum requirements and submitting all required information may be contacted for further inquiry. Interviews will occur in March.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.