



Position Description

Title: Garden Intern
Reports to: Horticulture Manager
Status: Non-Exempt, Full-Time Seasonal
Hours: Monday through Friday, typically 7:00am – 3:30pm, up to 40 hours per week; occasional weekends/evenings required

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. Assist Green Bay Botanical Garden in achieving its mission and vision by completing a broad range of garden maintenance activities, working alongside Garden staff and volunteers. This is a paid internship offering up to 40 hours per week, from May to August 2025, with flexible start and end dates based on the Garden's needs.

Core Competencies & Essential Functions

1. Assist in the overall maintenance of Garden areas, including planting, transplanting, pruning, weeding, watering, mulching and supporting of Integrated pest management (IPM) of existing annual and perennial beds throughout the Garden
2. Water and care of nursery stock and containerized bedding plants while in holding for installation
3. Assist with the turf maintenance of the Garden, including mowing, raking, and edging
4. Apply chemical pesticides in limited capacities, in compliance with all federal and state laws, regulations, and safety policies
5. Assist in supervising volunteers while maintaining a safe and friendly work environment
6. Properly and safely operate basic landscape tools, power tools, small machinery and vehicles
7. Be available for occasional weeknight and weekend work as needed, including greenhouse maintenance and special event support
8. Perform other duties as assigned

Qualifications, Skills & Physical Requirements

- Pursing a degree in Horticulture or related Plant Science field is preferred, but not required
- Experience working in a public garden or similar setting, is preferred but not required
- Strong knowledge of plant identification, growth, cultural characteristics, and proper Integrated Pest Management (IPM) techniques, with a desire to continually expand this knowledge
- Experience supervising others, including volunteers, preferred but not required
- Self-motivated, organized, detail-oriented, effective time-management skills

- 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 up to 25 lbs. and perform strenuous physical tasks in all weather and temperature conditions
- Ability to navigate and walk over rough terrain
- Exposure to insect bites and poison ivy
- Possible exposure to pesticides and areas treated with pesticides
- Excellent interpersonal and communication skills
- Flexibility to work in an ever-changing environment with demonstrated ability to prioritize and manage competing tasks
- Dependable, reliable and a team player.

Standard Work Perks

Employees and interns at Green Bay Botanical Garden can enjoy the following perks:

- Family level membership
- 15% discount at the WPS Trellis Gift Shop.
- 50% off room rentals for a private event, subject to availability.

Apply

[Complete the Employment Application](#) on our website and attach a thoughtful cover letter and resume. Only those meeting the minimum requirements and submitting all required information will be contacted for further inquiry.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.