

National Tropical Botanical Garden
Assistant Manager of Lāwa‘i Gardens Horticulture
Lāwa‘i Gardens

JOB POSTING

National Tropical Botanical Garden is currently recruiting for a **Full Time Assistant Manager of Lāwa‘i Gardens Horticulture**. This position reports to the Manager of Lāwa‘i Gardens Horticulture.

The purpose of this position is to support the Manager of Lāwa‘i Gardens Horticulture with the oversight of the horticulture staff that work within the McBryde, Allerton and Visitor Center Gardens.

The position’s primary responsibility is supporting the management of a team of diverse staff to care for plant health and display horticulture in all of the South Shore Gardens. It entails collaboration with NTBG Living Collections Curator and occasionally other departments within NTBG as needed. This is a “hands-on” physically demanding position that requires dynamic leadership skills.

Requirements:

- Support the Manager of Lāwa‘i Gardens Horticulture with the day to day horticultural operations and temporarily act in their capacity during absences.
- Take a leadership role in ensuring a safe working environment for all staff in accordance with garden safety protocols.
- Coordinate with the Director of Lāwa‘i Gardens all activities in all gardens that could impact the living collections.
- Assist with coordinating work schedules and priorities with the McBryde and Allerton Garden forepersons, horticulture technicians and gardeners.
- Ensure the health and wellbeing of the rare and endangered Hawaiian plant collections.
- Understand and appreciate the cultural significance of places and plants under NTBG’s care.
- Assist with planning and implementing irrigation, fertilizer, compost and mulch schedules for all Lāwa‘i Gardens. Knowledgeable in the uses of soil amendments and fertilizers.
- Participate in outreach activities such as tours, education and presentations.
- Assist with skills training for horticulture staff, interns and volunteers on special projects.
- Under the direction of the Manager of Lāwa‘i Gardens Horticulture, collaborate with the Curator of Living Collections to ensure that all plantings support the strategic growth of the collections of McBryde, Allerton and Visitor Center gardens.
- Collaborate with Living Collections staff to assure that all plant identification tags, labels and signs are maintained and secured to ensure that plant and tree provenance is not lost. Adhere to all management practices outlined in Living Collections Policy.

Education and/or Experience:

- High School Diploma or equivalent required.
- Horticulture related degree and/or Botanical garden experience preferred.
- Minimum 2 years’ experience in landscape management.
- Leadership Skills. Must have a minimum of 2 years in managing and inspiring a team.
- Ability to communicate through formal training as well as practical application by working side by side with staff.

- Must have appreciation for a scientific botanical research collection as well as food crop plantings, ornamental plantings and turf grass. Experience in working with federally listed endangered species preferred.
- Knowledgeable in herbicide and pesticide uses and applications.

Additional Skills:

- Proficient in Microsoft Word, Excel and Google Docs and capable of producing reports.
- Must occasionally manage staff payroll.
- Valid Driver's License and driving on company business required.
- Additional duties as assigned.

Physical requirements:

This position requires the candidate to be physically fit and capable of lifting 50 pounds. It requires frequent talking, hearing, use of hands and fingers, extensive walking, reaching with hands and arms, and stooping, kneeling, crouching or crawling. This position is required to stand, sit, climb or balance and taste and/or smell. Vision requirements are close, distance, color distinction and the ability to adjust focus.

Work Environment:

This position involves the handling of pesticides and fertilizers. Frequent exposure to variable weather in outdoor conditions including heat, rain and wind. Must be able to work outside for extended periods of time in a variety of weather conditions.

Travel:

Occasional local and off island travel may be required.

Schedule: Days

Pay Range: \$29.00 - \$31.00/hr. DOE

Deadline to apply for this position: Open until filled

Please submit résumé and cover letter to: careers@ntbg.org

OR:

National Tropical Botanical Garden
3530 Papalina Rd.
Kalaheo, HI 96741

FAX: (808)332-9765
Phone: (808)332-7324

Additional information available on our website: ntbg.org

The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.