

Huron Pines AmeriCorps

4241 Old US 27 South
Suite 2, Gaylord, MI 49735
(989) 448-2293
huronpines.org/ameriCorps



The Botanic Garden at Historic Barns Park Huron Pines AmeriCorps Position Description

POSITION TITLE: Garden Ambassador
PRIMARY SERVICE LOCATION: Traverse City, MI
RESPONSIBLE TO: Matthew Ross, Executive Director

The 26-acre [Botanic Garden at Historic Barns Park](#) (BGHBP) opened in 2014 and was developed largely through the commitment and talents of a highly committed corps of volunteers. From a blighted property overrun by invasive species, The Garden has transformed into a vibrant community hub with nearly a dozen feature gardens. We have a strong emphasis on providing demonstration landscapes that incorporate native plants and ecologically appropriate gardening techniques. The Gardens provides outreach and programming that reflects our commitment to conservation and environmental stewardship as well as mental health and well-being.

Interested in connecting people and plants?

We are looking for two service members who will directly support the continued development and planning of our newest gardens, pilot new programs, and engage the public in innovative ways. The successful candidate will be able to balance a wide array of responsibilities, communicate with visitors and class attendees, and serve alongside nearly 100 garden volunteers to maintain the beautiful gardens on-site. Preference will be given to candidates with a background that includes landscaping/horticulture, educational outreach, and/or partnership management.

SCOPE AND PURPOSE OF SERVICE:

The Garden Ambassador will help The Botanic Garden strengthen our partnerships in the community and extend our mission to the national stage. We aim to develop and deliver new programming for school kids from around our region, deepen our community partnerships, and pilot programs that will inspire visitors of all abilities to deepen their connection to the founding philosophy that Beauty is Therapy. The Garden Ambassador will serve on-site providing support for new garden development, invasive species removal, and the cultivation of existing gardens. Additionally, they will be responsible for the development and delivery of informal and formal educational programs. This position requires expert communication and coordination skills to serve alongside our current volunteers and recruit additional support. Daily tasks are physically demanding and require the individual to serve in a variety of weather conditions.

The Garden Ambassador will work directly with The Executive Director of BGHBP, BGHBP Board Members, our external partners as well as our supportive group of volunteers. They will be tasked with (1) the cultivation of our living collection, (2) developing informal and educational programming in conjunction with our community partners, and (3) progressing the Garden's Vision as a horticultural hub for Northern Michigan.

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This individual should have a high comfort level with public speaking and interacting with diverse groups during formal and informal in-person programming. They should be able to serve independently both in an office and field setting and have basic horticultural/landscape skills. They will adhere to the mission, vision, and values of the BGHBP while they are serving on-site and in the community. Throughout the year there will be a series of opportunities to provide outreach on behalf of The Gardens throughout the state.

This position requires a 6-month commitment; service activities will take place in both the office environment and in the 26-acre Botanic Garden and the 59-acre Barns Park which encapsulates The Gardens.

POSITION DUTIES AND RESPONSIBILITIES:

Garden Development and Cultivation

- Cultivate the existing plantings and supplement with additional native plants with medicinal, culinary, or spiritual importance.
- Coordinate garden activities with our volunteer team and develop relevant training sessions related to proper horticultural techniques.
- Connect with local native plant producers to coordinate future plant needs of the garden.
- Interface with our plant records team to properly input the data needed for monitoring the plant collection.
- Collaborate with United Way and other volunteer organizations to recruit and train additional volunteers to support The Gardens evolution.

Community Outreach and Programming

- Work with a wide range of partners in the community to determine appropriate Children's Programming to inspire the next generation.
- Develop protocols for site visitation in coordination with our docent volunteer coordinator and programming committee.
- Develop a case study highlighting our work to combat invasive species without the use of herbicides in the establishment of the new feature gardens.
- Develop and deliver programming highlighting the new Foraging Meadow in partnership with our local traditional knowledge keepers and experts from indigenous communities.
- Engage in outreach opportunities with our regional and national audiences in public gardens, conservation, and ecology.

Program Support

- Coordinate with on-site volunteers to deliver programming.
- Communicate the sequence of events (SOE) in conjunction with the Executive Director for larger events on-site.

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- Identify and recruit additional partners to deliver on-site programming related to conservation, environmental stewardship, and residential landscaping.

PROGRAM REQUIREMENTS:

- Prepare and submit 2-week schedules, timesheets, and mileage reimbursement forms
- Conduct at least 2 presentations to community groups about Huron Pines AmeriCorps
- Engage at least 30 volunteers in conservation activities
- Submit monthly detailed reports of service and 3 “Great Stories”
- Provide regular project updates and photo documentation
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

QUALIFICATIONS:

- A Bachelor’s degree in horticulture, environmental education, environmental sciences, or related field is *preferred* or those seeking a degree in a related field of study.
- Computer efficiency (typing, email, word processing, excel)
- Ability to pass a background check
- U.S. citizen, national, or lawful permanent resident alien
- Commitment to conserving the forests, lakes, and streams of the Great Lakes State
- Basic Gardening Skills and the ability to work outdoors in a variety of weather conditions is required.
- The position requires the physical ability to lift 25 lbs. or more

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed). This is a 40-hour-per-week position and runs from May 14 - November 1, 2024. Benefits include a \$9,315 living stipend, a \$3,447.50 education award, and student loan deferment.

Applications and directions are available at www.huronpines.org/ameriCorps and will be accepted until April 12th.

Please see the Huron Pines AmeriCorps website linked above for possible deadline extensions.

REASONABLE ACCOMMODATIONS: If you need to make a request for a reasonable accommodation, due to a disability, such as obtain materials in a format that works for you or to fully participate in the application process, please contact Amanda Vanaman, AmeriCorps Coordinator at (989) 448-2293 x30 or amanda@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.

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