

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Horticultural Interpreter</u>
Sch.& Grade	<u>PAT -6</u>
Class Code	<u>EB37</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Union eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Researches, develops, and implements educational horticultural programs and tours associated with the Botanical Center, the Botanical Gardens at Nathanael Greene/Close Memorial Park, and the Springfield-Greene County Park Board.

SUPERVISION:

Under direct supervision of the Botanical Center Coordinator or designee.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops and implements interpretive tram tours and walks within the Springfield Botanical Gardens at Nathanael Greene/Close Memorial Park areas including youth and school groups, professional organizations, and tourists.
2. Develops and implements revenue producing programs such as: art, garden, culinary, historical, and/or nature-based programs and workshops.
3. Develops and implements special topic presentations to build community awareness about the Botanical Center, public gardens in general, gardening, and related topics.
4. Creates, writes, and revises interpretive collateral for brochures, kiosks, and signage throughout the park and websites, and assists park partners in updating their message.
5. Serves as an ambassador for the Springfield Botanical Gardens by promoting aspects of our gardens to garden clubs, academic groups, church groups, and the general public.
6. Initiates, maintains, and develops effective working relationships/partnerships with schools, governmental units, businesses, and community based organizations.
7. Assists the Botanical Center Coordinator in identifying and developing opportunities for research, collaboration, and enhanced relationships with other agencies, organizations, institutions, and individuals.
8. Takes photographs and supports the photographic library on the network for historical, archival, and promotional purposes.
9. Acts in an advisory capacity with the Botanical Center Coordinator and serves as an ex-officio board member of Friends of the Garden.
10. Assists in developing and implementing short and long-range program plans based on needs assessments.
11. Evaluates programs and services and makes recommendations based on findings using survey cards and program reservation software.
12. Works closely with Parks PIO and Friends of the Garden marketing committee; available for live interviews, press requests, and other forms of information broadcast.
13. Promotes park partners' garden activities and events through social media.
14. Assists as needed with room set-ups at the Botanical Center including the Meeting Rooms, Workshop, and Roof Plaza.
15. Greets visitors and provides general information about ticket sales and special facility events and programs.
16. Communicates the Garden's rules of etiquette to orient visitors to the facility and Park.
17. Responds to and takes appropriate action to resolve concerns and complaints from Garden visitors.
18. Monitors visitor behavior and ensures adherence to safety guidelines.
19. Monitors facility and maintains interpretive props and exhibits; follows proper storage requirement of equipment and supplies.
20. Reports concerns and maintenance needs to the Botanical Center Coordinator as appropriate.
21. Assists with other garden and park events as requested.
22. Assists with the park volunteer program.
23. Other related duties as assigned.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of principles, procedures, and techniques in developing and implementing community programs and garden tours; familiar with Springfield Public Schools core curricula standards; abreast of all horticultural, educational, and historical aspects of the park; plant identification, horticulture, and landscape design principles.

Abilities

Effectively communicate with a diverse audience; maintain a positive attitude; assist in planning, organizing, coordinating, and implementing comprehensive botanical center programs; administer public relations information to the general public; analyze and evaluate Botanical Center programs and supply appropriate information to management such as marketing and budget information; make recommendations utilizing sound judgment; communicate effectively both verbally and in writing; maintain accurate records; follow oral and written instructions; present an overall professional image; work effectively and courteously with outside associations and agencies, program participants, associates, and the general public; perform effectively as a member of the team in carrying out the City's and Springfield-Greene County Park Board's stated mission and philosophy; effectively welcome and embrace differences among employees and citizens; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires completion of at least 60 college hours from an accredited college or university in Horticulture, Agriculture, Business Management, Environmental/Conservation Education, Recreation Administration, or a closely related area, plus one year experience in public gardens or natural areas. Completion of the Master Gardener program preferred. Directly related experience in developing and supervising in program area may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls 60 pounds; holds and grips objects. Moves furniture for meeting rooms. May be subjected to long periods of standing or walking for the purpose of conducting classes and leading walking tours through facilities and uneven trail surfaces. Drives manual transmission electric/solar tram.

Working Environment

May be exposed to extreme heat, cold, dust, and/or pollen when conducting programs outdoors.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's license. Should maintain current First Aid/CPR and Defensive Driving certifications offered through Parks.

Miscellaneous Requirements

Typically works some holiday, weekend, and evening hours based on the needs of Botanical Center programs.

Last Revision:	September 21, 2017	GENERAL ORDINANCE NO. 6057
Comments:	Updated Primary Purpose, Essential Functions, Abilities, and Miscellaneous Requirements.	Date: 6/17/13

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____