

Bellevue Botanical Garden Student Intern II

Pay Range: \$12.20 + per hour DOE

Hours: Saturday and Sunday 8am-4:30pm, ½ day during week, holidays

Payroll Title: Student Intern II

Department/Division: Parks & Community Services / Resource Management / Botanical Garden

Employment Status: Student Intern

Closing Date: Open until filled

Position Summary

The internship with the Bellevue Botanical Garden is a temporary position and is offered as an educational opportunity to students in the fields of botany, horticulture or related fields. Interns work 20 hours per week. The intern works Saturday and Sunday 8-4:30 and all holidays. There is a ½ day during the week to be set by mutual consent of the Garden Manager, Garden Supervisor and Intern. One half of the intern's time will be spent gaining horticultural knowledge working under the supervision of the Operations Supervisor. The other half of the intern's time will be spent working with curator and administrative elements of a botanical garden under the supervision of the Garden Manager. The intern will select a project from a list. The project will be conducted throughout the course of the internship with a report expected at the end. The internship will last approximately 9 months. At the end of the internship the intern will have gained knowledge about the operation and management of a botanical garden.

Primary Responsibilities

- Collections mapping identifying what plant is where in garden
- Public garden grounds maintenance - weeding, pruning, raking, deadheading, backpack blowing, sweeping, planting
- Plant records - record information about plants
- Volunteer management - work with volunteer projects
- Public relations & special events - set-up and take down, answer questions, presentations, assist wherever needed

Qualifications

- Enrolled in an accredited two-or four-year college or university with a focus in horticulture, recreation, or other related field(s).
- Experience in horticulture, natural history, recreation programming or a related area.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Experience using the PC, including word processing, spreadsheets.
- Knowledge of ArcGIS preferred
- Grounds maintenance experience preferred.
- Database experience preferred.
- Blood Borne Pathogens and first aid certification may be required-employer will provide if needed.

Physical Demands

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- The noise level in the work environment can be moderately quiet.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions.

Definition of a Student Intern

- Must be enrolled in a bona fide education program. Full time employees taking evening classes, those enrolled in one course, or those going to school periodically are not considered student interns.
- During the school year must be scheduled to work 20 hours or fewer per week.
- During special situations (i.e. specific internship programs through school) or during school breaks, can be scheduled to work more than 20 hours, up to full time, if appropriate.
- Must be terminated as a student intern when no longer associated with an education program.
- At-will for the duration of the student intern status.

How To Apply

Application may be downloaded from the Temporary Jobs page, picked up at City of Bellevue, Parks Resource Management office located at 16023 NE 8th Street, Bellevue, WA 98008, M-F 7:30am-4pm, 425-452-6855 or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004, M-F 8am-5pm.

Send completed applications with resume, if desired to:

City of Bellevue
Parks/Resource Management/BBG SI
Attn: Michelle Campbell-Rekaby
16023 NE 8th Street
Bellevue, WA 98008

For more information, call Jan Beck at 425-452-6826 or email jbeck@bellevuewa.gov.