



Employee Positions available for 2016

Greenhouse/Nursery Assistant Horticulturalist

Seasonal Full time

Purpose: To assist senior staff with the operation of the nursery and greenhouse. To assist in maintaining the gardens and to provide assistance to customers as required.

Requirements: Bachelor's degree and/or experience in botany, horticulture, restoration ecology, or equivalent. Students currently enrolled in a horticulture program would be considered. Must have a valid driver's license with a good driving record. Because of the location of Tizer Botanic Gardens, employees must have their own reliable transportation. Must be able to work long hours in the outdoors performing repetitive, arduous tasks under inclement conditions. (heat, cold, rain). Good communication skills, written and verbal. Must be able to lift and carry 50 pounds. Knowledge of local flora is required. A strong work ethic, good people skills. Ability to work with little or no supervision. References and school records required. Must be able to work some weekends, and holidays. Employees must supply their own tools.

Duties & responsibilities:

1. Remove weeds using manual techniques and herbicide sprays (limited to Round-up) under the direction of the Plant Care Supervisor.
2. Maintain a Garden Maintenance log and a herbicide log.
3. Assist with maintenance such as fertilizing, mulching, pruning, edging beds, spraying fungicides and herbicides.
4. Perform a variety of activities related to the development and maintenance of natural area such as planting, watering, seed collection & cleaning.
5. Digging, mowing and debris removal, deadheading etc.
6. Safe operation of small equipment including mowers, hedge trimmers, water pumps, and sprayers will be required. Care and responsibility of garden tools and machines is expected.
7. Assist with plant surveys, data entry, literature research.
8. Assist with developing designs and selecting and ordering plants for annual and permanent displays within the garden.
9. Assist with the day to day operations in the nursery and greenhouse
10. Customer service in nursery and shop.
11. Keep current records regarding plant accessions, removals, transfers and plant tag requirements.
12. Serve as a horticultural resource for the Garden by answering visitor and staff questions.
13. Inform supervisor on plant health, disease, insects and invasive weeds.
14. Assist with other projects as required.

Tizer Botanic Gardens is a relatively small operation, staff are required to fill in where necessary. If you are an individual that enjoys a diverse but busy job, we are looking for you!

PO Box 129, Jefferson City, MT 59638 (406) 933-8789

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Position: Maintenance

Seasonal Full time

Purpose: To assist senior staff with a variety of labor intensive tasks.

Requires good communication skills, both verbal and written. Must be able to lift 60 pounds.

Must be able to kneel, bend and tolerate sun and heat. A valid drivers license is necessary with a good driving record.

Must be able to work long hours in the outdoors performing repetitive, arduous tasks under inclement conditions.

(heat, cold, rain) . Knowledge of local flora preferred but not required. Gardening experience is helpful. A strong work ethic work ethic, good people skills. Ability to work with little or no supervision. References required. Must be able to work some weekends, and holidays. Because of the location of Tizer Botanic Gardens, employees must have their own reliable transportation. Employees must supply their own tools.

1. Remove weeds using manual techniques and herbicide sprays (limited to Round-up) under the direction of the Plant Care Supervisor.
2. Perform a variety of activities related to the development and maintenance of natural area such as planting, watering, seed collection & cleaning.
3. Path clearance, litter pick-up.
4. Invasive weed management including herbicide application.
5. Brush cutting and removal.
6. Digging, mowing and debris removal, deadheading etc.
7. Safe operation of small equipment including mowers, hedge trimmers, water pumps, and sprayers will be required. Care and responsibility of garden tools and machines is expected.
8. Report tool and equipment problems to Supervisor.
9. Assist with event preparations such as tent & chair set up etc.
10. Assist with customers in the nursery and garden.
11. Assist with loading and unloading of trees and shrubs upon delivery to nursery.
12. And other duties as required.

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Visitor Services Cashiers /Garden Assistant

Seasonal Full-time or part-time

Purpose: As a Tizer Botanic Garden cashier, provide outstanding customer service and to assist in the day to day maintenance of the gardens.

To provide a memorable experience for visitors by offering accurate, relevant Tizer Botanic Garden information in a manner focused primarily on exceptional customer service and providing an outstanding first impression.

Requirements: Experience working with the public and cash experience preferred. Requires good communication skills, both verbal and written. Ability to lift and carry 40 pounds. Must be able to kneel, bend and tolerate sun and heat. Must have a valid driver's license with a good driving record. Must have reliable transportation. Must be able to work long hours in the outdoors performing repetitive, arduous tasks under inclement conditions. (heat, cold, rain) . Knowledge of local flora preferred but not required. A strong work ethic work ethic, good people skills. Ability to work with little or no supervision. References required. Must be able to work some weekends, and holidays. Employees must supply their own tools.

Duties:

1. Ensure the front gates are opened and closed on time daily.
2. In a timely fashion, provide accurate cashiering skills including operating the cash register, computer, and credit card equipment.
3. Provide attentive and immediate service to visitors, answering questions and interact as required.
4. Maintain a professional appearance & professional conduct.
5. Proactively & professionally answer questions & provide directions concerning the gardens both on the phone and in person.
6. Remain knowledgeable of Tizer Botanic Gardens current events, and garden displays.
7. Be knowledgeable of community events and resources.
8. Monitor visitor materials and displays within the retail area.
9. Maintain the cleanliness and appearance of the retail area.
10. Maintain a secure cash register.
11. Ensure the cleanliness of the toilets & cabins and ensure they are stocked with appropriate supplies.
12. Responsible for receiving inventory and documenting what is received according to Garden standards.
13. Responsible for pricing inventory according to policy.
14. Must assist with event set up and take down.
15. Must maintain inventory in the gift shop and nursery hard goods. Inventory to include pop, ice cream, books, restroom supplies, cash supplies, gift certificates, annual passes etc.
16. Contact and work with volunteers
17. Reconciling receipts, balancing cash register, and recording bank deposits daily.
18. Maintain visitor statistics log.
19. Assist with daily watering and weeding when necessary.

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Position: Gardener Assistant

Season Full or Part-time

Purpose: To assist with care and upkeep of Tizer Botanic Gardens

Requirements: Bachelor's degree and/or experience in botany, horticulture, landscaping, restoration ecology, or equivalent. A serious passion for plants!

Must have a valid driver's license with a good driving record. Because of the location of Tizer Botanic Gardens, employees must have their own reliable transportation. Must be able to work long hours in the outdoors performing repetitive, arduous tasks under inclement conditions. (heat, cold, rain) . Good communication skills, written and verbal. Must be able to lift and carry 40 pounds. Knowledge of local flora preferred but not required. A strong work ethic, good people skills. Ability to work with little or no supervision. References required. Must be able to work some weekends, and holidays. Employees must supply their own tools.

1. Clean, weed, maintain various gardens including vegetables, herbs, shade gardens, roses, perennials.
2. Assist with designing and planting new gardens.
3. Plant and maintain container gardens.
4. Maintain logs of plantings.
5. Fertilize gardens as required.
6. Responsible for watering schedule of various gardens.
7. Responsible for the upkeep of a small garden greenhouse.
8. Responsible for the upkeep of garden tools and equipment.

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Office Manager

Seasonal Full-time or part-time

Purpose: To assist in the office with telephone answering, bookkeeping, scheduling, marketing and social media

Requirements: Experience working with the public is a must. Requires great communication skills, both verbal and written. Must be proficient in Quickbooks Pro 2013, Word, Excel, Outlook and Social Media. Must have a valid driver's license with a good driving record. Must have reliable transportation. Knowledge of local flora preferred but not required. A strong work ethic, good people skills. Ability to work with little or no supervision. References required. Must be able to work some weekends, and occasional holidays.

Duties:

1. Provide attentive and exceptional customer service when answering the telephone and directing callers to appropriate departments.
2. Review and respond to email and correspondence.
3. Maintain books in Quickbooks Pro 2013 including payroll, accounts receivable and payable.
4. Be willing to learn software for Nursery tags and engraving equipment.
5. Assist with ordering plants and supplies for both the gardens and garden center.
6. Assist with organizing events in the gardens.
7. Assist with marketing for the gardens and garden center
8. Keep social media current.
9. Other duties as required.

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