



LAKEWOLD GARDENS

Horticulture Internship Packet

Lakewold Gardens, a ten acre historic estate garden, is seeking students interested in gaining practical experience in the field of public horticulture and non-profit garden management. Lakewold's Internship program has been established to provide students studying in the field of horticulture a practical and educationally related experience, while supporting Lakewold's institutional Mission, Vision and Core Values:

Mission Statement

To preserve and enhance Lakewold Gardens as a historic estate garden of world class distinction, offering each visitor an inspirational experience through growth and learning in a profoundly unique setting.

Vision Statement

To serve as a premiere Northwest garden experience.

Core Values

- **Education and Environmental Awareness**
In serving as a resource for the educational and environmental interests of the community, Lakewold will ensure visitors, volunteers, and staff a culture of learning within an ecologically sound environment.
- **Preservation**
As a historically recognized garden estate, Lakewold will preserve the legacy features to include the work of Corydon and Eulalie Wagner, Thomas Church, and The H.F. Alexander Family.
- **Community Commitment**
As a community partner, Lakewold will cultivate and strengthen relationships for the greater good and enhancement of the Puget Sound region.
- **Fiscal Stewardship**
As a nonprofit organization, Lakewold will provide good stewardship in decision making and financial matters.

Educational Opportunities

Fine Gardening
Turf Maintenance
Grounds Maintenance
Equipment Maintenance
Integrated Pest Management
Nursery Management Plant Propagation
Practices and Design of Ornamental Horticulture
Organic and Conventional Pest and Disease Control
Staff and Committee Meetings
Organic Soil Amending
Plant Records System
Public Education

Areas of Interest at Lakewold Gardens

Knot Garden
Perennial Cutting Gardens
Waterfall, Stream and Bog Gardens
Formal Garden areas with Boxwood hedging
Many rare and unusual perennials, bulbs and shrubs
Large mature tree Collection, including 7 state champions
A collection of nearly 900 rhododendrons
Woodland Shade Gardens Fern Garden
Quatrefoil Pool Display

Additional information about Lakewold can be found on our website at www.lakewoldgardens.org

Required Qualifications

Student interns must be enrolled in a college or institution and have completed course work in horticulture or an environmentally-related field. Basic gardening skills, interest in plants, the ability to work independently and as outlined in the intern job description below, are required. Mutual identification of learning objectives, evaluation, and periodic contact with your instructor is required.

Availabilities and Deadlines

- Ongoing, per course scheduling. Number of internship hours to be determined.

To Apply

Send your resume and completed application, along with a cover letter outlining your career goals, specific learning objectives and how an internship at Lakewold Gardens would help you achieve those goals.

Email your application packet to Stephanie Walsh - Executive Director, Lakewold Gardens, at swalsh@lakewoldgardens.org or send by mail to: PO Box 39780 Lakewood, WA 98496-3780.

Lakewold Gardens

HORTICULTURE INTERN

Job Description

Job Title: Horticulture Intern

Department: Horticulture

Reports To: Horticulture Manager

FLSA Status: N/A, Volunteer Position. Number of internship hours TBD.

Summary: Maintains 10-acres of gardens as a part of the Horticulture team.

Essential Duties and Responsibilities:

- Mow, line trim and edge lawn areas.
- Trims, edges and maintain walks, shrub beds, and other areas to include weed pulling, mulch spreading, removal of ivy and other invasive groundcovers.
- Prune shrubs and trees to shape and improve growth (done with training and supervision).
- Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides (done with training and supervision).
- Maintains garden tools.
- Plants flowers, trees, shrubs and seeds lawn areas.
- Waters lawn, shrubs and other supplemental container plantings.
- Assists with event set-up, breakdown and clean-up.
- Works with Horticulture Team to complete related tasks.
- Works with team members in serving the horticultural needs of the community.
- Assists with Lakewold sponsored educational classes.
- Assists with special horticulturally-related projects (composting, propagation, etc.)
- Other duties as assigned and in-line with internship goals.

Supervisory Responsibilities: This job has no supervisory responsibilities.

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Respects diversity. Works ethically while communicating the Mission and Vision Statement of Lakewold Gardens.

Planning/Organizing - Uses time efficiently.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes and follows safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Able to deal with frequent change, delays, or unexpected events and coordinate around activities as needed.

Attendance/Punctuality - Is consistently at work and on time and uses responsible communication efforts in the event of illness or tardiness.

Dependability - Follows instructions, responds to management direction.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); and must be enrolled in a horticulture or environmentally related course.

Revised 12/6/16

Certificates, Licenses, Registrations: Degree/Certificate Program in process

Other Skills and Abilities: Must be able to safely operate routine gas-powered grounds maintenance equipment to include mower, edger, line trimmer, and backpack blower.

Physical Demands/Work Environment: The physical demands and work environment of this job are detailed on the next page. These parameters are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the intern is regularly required to stand. The intern must regularly lift and /or move up to 50 pounds.

While performing the duties of this job, the intern is almost exclusively required to work outdoors and frequently in inclement weather.

Appropriate dress and behavior are expected at all times.

Signature _____ Date _____

12317 Gravelly Lake Dr. SW • Lakewood, WA 98499

Mailing Address: P.O. Box 39780 • Lakewood, WA 98496-3780

253-584-4106 • Fax 253-584-3021 • www.lakewoldgardens.org

INTERN GARDENER

PHYSICAL REQUIREMENTS OF THE JOB

Physical Requirements

- NP Not Present
- O Occasional (up to 25% of time)
- F Frequent (26%-74% of time)
- C Constant (75% or more of time)

Parameters

Requirement	NP	O	F	C	(e.g., # lbs., % of time, what, where)
• Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area.				X	Weedeating, blower, edger and mowing.
• Sitting: Remaining in the normal seated position.		X			Mowing
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		Weedeater and blower.
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.			X		Wheelbarrow
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.			X		Weedeater, lawn mower and wheelbarrow.
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.		X			Ladders
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.				X	Weeding
• Kneeling: Bending legs at knees to come to rest on knee(s).				X	Weeding
• Crawling: Moving about on hands and knees, or hands and feet.				X	
• Reaching: Extending hand(s) and arm(s) in any direction.				X	Weedeating, blower and cleaning pool.
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).				X	Hedge trimming, weedeating and blower.
• Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine.				X	Weedeating, weeding, blower and mowing.
• Talking: Expressing or exchanging ideas by means of the spoken word.				X	
• Hearing: Receiving detailed information through oral communication.				X	
• Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.	X				
• Vision: Clarity of vision at near and/or far distances.			X		
• Driving: Requires valid state driver's license.		X			
• Computer: Usage or other special equipment operated.		X			Company truck, mower and riding tractor.
• Work environment: Outdoors in all weather conditions.				X	



LAKEWOLD GARDENS INTERNSHIP APPLICATION FORM

Today's Date: _____

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Focus of Study: _____ School: _____

Res: (____) _____ Cell: (____) _____ Bus: (____) _____

E-mail address: _____

Best way to reach you: _____

In case of emergency please contact: _____

Telephone: (____) _____ Relation: _____

Applicant is under 18 years of age. *(Complete Youth Application and Parental/Guardian Consent form)*

Please indicate your area(s) of interest in the horticultural educational opportunities offered:

What activities are you interested in doing or learning about as part of our Horticulture Team?

Activities I am definitely not interested in doing: _____

How did you hear about Lakewold Gardens? _____

Availability Monday – Saturday _____

Which day(s), time(s), and how many hours do you prefer to work: _____

Any additional information we should know: _____

Please include any skills or talents that you bring to your role as an intern:

Certification: _____

Education/Training: _____

Skills/Interests: _____

Past Experience: _____

Other: _____

Allergies/Physical Limitations _____

Intern Release Statement As a condition of my participation in the Lakewold Gardens Volunteer Program, I hereby release Lakewold Gardens and its agents, associates, and related parties from all responsibility for personal injuries to me and damages to my property sustained in the performance of my volunteer activities.

I have read and accept the Lakewold Gardens release statement.

Signature: _____ Date: _____

LAKEWOLD GARDENS INTERNSHIP BACKGROUND CHECK

First Name: _____ M.I. ___ Last Name: _____

Date of Birth: ____/____/____ Have you ever been convicted of a crime? Yes No

Circle one: M/F

Please note that Washington State Patrol background checks will be conducted for all volunteers. You have the right to be notified of the results. By signing below, you give your consent for Lakewold Gardens to perform this check.

Signature _____ Date _____

Signature of Parent or Legal Guardian (if applicant is under the age of 18):

_____ Date _____