

## Position Description

Working Title:	Seasonal Beautification Program Assistant
Classification:	Association Temp Program (Non-Exempt)
Start Date:	March 19, 2024
End Date:	11/30/2024
Duration (weeks):	8 months (approx)
Hours per week:	Variable; up to 24
Days per week / schedule:	3 days per week (Tuesday, Wednesday, Thursday)
Work Location:	CCE office, various garden sites around Ithaca
Supervisor Name & Title:	Janine Willis, Community Beautification Program Coordinator
Compensation:	20.00/hr
Benefits Eligibility:	Yes
Employment Type:	Part-Time Seasonal

## Position Summary

The Community Beautification Program Assistant will be an integral team member of the Beautification Staff, providing support for the planning, installation, and maintenance of plantings managed by the Community Beautification Program throughout Tompkins County. The Program Assistant will also assist with the education and support of volunteers, known as the Beautification Brigade.

## Responsibilities

- **General horticultural assistance** Activities include maintaining nursery stock, site preparation, weeding, mulching, watering, trimming, deadheading, planting, and watering of sites.
- **Assist with weekly volunteer sessions** with the Beautification Brigade, an ongoing volunteer group, and with one-time casual volunteer groups. Responsibilities organizing tools and materials for gardening projects and providing on-site guidance to volunteers.
- **Tool use & vehicles.** Use and maintain hand tools. Load and unload plants, tools, and equipment from Beautification vehicles. Maintain tidiness of vehicles.
- **Support for other aspects of the program as needed**, such as documentation of work sessions, best practices, taking photos of plantings and volunteer sessions, etc.

## Required Qualifications/Skills/Experience

- Associates Degree, Certificate, or significant coursework in Horticulture or related field, or two years of experience as a landscape gardener or in ornamental horticulture.
- Knowledge of annual and perennial plants and their effective use in the landscape.
- Experience working as a volunteer or working with volunteers.
- Willingness to work outside in all weather.
- Must be able to work independently yet be part of a team.
- Ability to adapt to constantly shifting priorities.
- Must have valid driver's license.

**Helping you put knowledge to work.**

*Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.*

## Preferred Qualifications

- Practical gardening experience including bed preparation, planting, dividing, transplanting, weeding, mulching, etc.
- Experience working in a public setting.
- Ability to work with a variety of people: Public Works staff, volunteer groups of all ages and abilities.
- Ability to lift up to 50lbs.

## How to Apply

Please submit a cover letter, resume, and three references to jmw53@cornell.edu by email.

Applications will be accepted through February 29th, or until a suitable candidate is found.

## Contact

Janine Willis, Beautification Program Coordinator, jmw53@cornell.edu

## Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

Cornell Cooperative Extension of Tompkins County provides equal program and opportunities. No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, or qualified disability.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.