

**VILLA PHILMONTÉ GARDENER I
POSITION DESCRIPTION**

POSITION CONCEPT

The Villa Philmonté Gardener I is a member of the team responsible for maintaining the health and attractiveness of the gardens, plants and associated garden features of the Villa Philmonté, the Philmont Museum-Seton Memorial Library, and the Philmont Training Center. The Villa Gardener's plays an important role in the Philmont Museum Department by providing a welcoming environment for all of our guests. This position reports directly to the Villa Gardener II who in turn, reports to the Villa Philmonté Curator and ultimately to the Director of Museums.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests, insuring that all participants have an enjoyable experience. When possible, solve their needs and concerns, but when not possible, steer them to someone who can.
- Present oneself to every participant and guest with a clean, sharp appearance, and in the correct uniformed as described in the Staff Guidebook.
- Become familiar with all pertinent Philmont policies and procedures.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Participate in Philmont Training Center programs like Opening and Closing Programs, Western Night, etc. and other activities when possible.
- Must be 18 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Be capable and willing to work in all types of weather conditions at the stated locations.
- Be capable of lifting materials up to 70 pounds.
- Be able to work while squatting, kneeling, and bending on a variety of terrain.
- Be able to safely operate hand tools, lawn mowers, weed eaters, and other landscaping tools.
- Be able to carry and climb ladders, and assist others in ladder safety.
- Be capable of taking direction, both written and verbal.
- Be capable of working with minimal supervision.
- Be able to secure, and maintain a Philmont driving permit.
- Meet the Height and Weight Requirements set forth by Philmont Scout Ranch.

PRINCIPLE RESPONSIBILITIES

- At the direction and supervision of the Villa Philmonté Curator, participate in general and specialized trainings throughout the season.
- Be self-motivated and conduct your workday in an efficient manner.
- Safely use and maintain all gardening tools and materials.

- Plant and care for annuals, perennials and grasses.
- Maintain the Villa, Philmont Museum-Seton Memorial Library, and PTC grounds in a tidy, clean and efficient manner.
- Become familiar with the plants under your care including their names, needs, and growth habits.
- Answer questions regarding the gardens and associated plants and features.
- Assist with developing and implementing schedules for: watering, weeding, fertilizing, pest control, and dead-heading all plants and gardens under the Museums' care.
- Trim hedges and assist with the pruning and training of climbing roses.
- Mowing and raking of grass, leaves, and pine needles.
- Maintain communications with the Villa Gardener II and the Villa Philmonté Curator, especially regarding problem-solving, questions and supply needs.
- Anticipate the need to order more supplies, and communicate this with the Villa Gardener II
- Assist with the cleaning, organization, and cleanliness of the Villa Greenhouse.
- Assist with other responsibilities as directed by the Villa Curator, the Director of Museums, and/or the Philmont Training Center Director to ensure that the mission of Philmont and the Philmont Training Center is carried out. Work in close cooperation with other Philmont staff members at all times.
- Be a valued part of the Museums Department team by willingly and cheerfully assisting with the entire Museums Department operations.
- Participate with basic upkeep of the Philmont Training Center staff living area.

For more information about the Philmont Museums please visit:
www.philmontscoutranch.org/Museums