



## **Wing Haven Garden & Bird Sanctuary Garden Maintenance/Gardener Position**

Full Time - Reports to Garden Curator

Hours: Tuesday - Saturday, 8:30 am - 5:00 pm

Rare after hours work required

**Position Overview:** Maintain the historic Wing Haven gardens by working with the Garden Curator by following their instructions for garden maintenance on daily, weekly, and monthly tasks. Encourage and work with weekly and monthly garden volunteers. Serve as an ambassador for Wing Haven Garden & Bird Sanctuary.

### **Skills Required:**

- Experience working in a public garden is preferred, but not required.
- Must have a general knowledge of plants and plant common names.
- Must be able to work well with others, particularly volunteers.
- Must be able to lift up to 50 lbs.
- Experience in proper pruning and general knowledge of gardening techniques is preferred, but not required.
- Should have an interest in maintaining a habitat for birds and willingness to gain some birding knowledge.
- Must be comfortable using power gardening tools like mowers, edgers, gas leaf blowers, gas powered shears, gas powered pole chainsaw, and battery powered leaf blower.
- Should be comfortable using general gardening tools like shovels, hand trowels, branch loppers, pole pruners for small tree branches, and hand pruners.
- Capable of self starting with some daily and weekly garden responsibilities.

**Garden Maintenance Responsibilities:**

- Help with scheduling and prioritizing garden tasks based on the Garden Curator's to do lists for the day and week.
- Ensure the gardens are ready for visitors daily by walking the property before opening to the public.
- Handle daily tasks like opening the buildings, feeding the birds, and cleaning and refilling the birdbaths.
- Assist with maintenance of landscape power equipment and general gardening tools. For example, cleaning and sharpening garden tools as needed.
- Help maintain organization of storage and work areas.
- Follow a watering schedule to ensure adequate care of the plants. This includes checking container plants in the nursery and watering when needed.
- Mowing and edging lawn areas and blowing debris off paths.
- Weeding in beds and walkways.
- Pruning of annuals, perennials, shrubs, and small trees.
- Pulling and planting seasonal flowers in beds and pots.
- Performing general maintenance on all water features on a weekly basis.
- Pressure washing brick walkways on an as needed basis.
- Helping to occasionally propagate plants from cuttings

**Leadership:**

- Work with garden volunteers in various capacities.
- Set an example of proper care of plant material and the gardens.
- Lead the high school volunteer group that comes once a month on Saturdays (for 1.5 hours).
- Engage with visitors and be a good steward of the garden and wildlife habitat.

**Team Responsibilities:**

- Assist with Wing Haven events as needed.
- Assist with setup for events, meetings, programs, and rentals.
- Attend biweekly staff meetings.
- Perform additional tasks as requested by Garden Curator and the Executive Director
- Assist with Wing Haven's spring and fall plant sale and help the volunteers working the sale.
- Assist with picking up supplies needed for gardening, special events, or plants for the seasonal plant sale.

## About Wing Haven:

Wing Haven is dedicated to cultivating sanctuary in nature, environmental stewardship and the legacy of Southern horticulture. We have three public gardens on four acres in Charlotte, North Carolina. Together these three properties—Wing Haven Garden & Bird Sanctuary, SEED Wildlife & Children's Garden and the Elizabeth Lawrence House & Garden—welcome visitors of all ages to discover and learn, as we seek to inspire passion for the natural world. Wing Haven is a 501(c)(3) non-profit organization.

*Wing Haven is committed to creating an inclusive, diverse, equitable and accessible culture where the contributions of all community members are valued, respected and appreciated. We invite and welcome people of all abilities, backgrounds, races, religions, cultures, ages, genders and sexual identities. Just as a garden requires ongoing cultivation and tending, Wing Haven pledges to continually reflect on and adapt IDEA (Inclusion, Diversity, Equity & Accessibility) principles.*

Benefits include paid holidays, personal time off, medical insurance and retirement plan.  
*Wing Haven is a drug and tobacco free workplace.*

To apply, send resume to:

Wing Haven

260 Ridgewood Avenue

Charlotte, NC 28209

Or email [admin@winghavengardens.org](mailto:admin@winghavengardens.org)

*No phone calls*

Application Deadline: **January 15, 2024**