

# Garden My Home, Inc.

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Internship | Seasonal | Monday - Friday | AM or PM or Both | May - October

## **INTERNSHIP PROGRAM**

### **DESCRIPTION:**

This internship is a specially designed hands-on position that is a hybrid of our 'Gardener' and 'Outdoor Technician 1' job assignments. As an intern working in these two areas of outdoor management, you will receive a well-rounded skill set working with nature that will prepare you for future positions in the green industry. Your job will be to assist with the maintenance of garden spaces and lawns to promote plant health at client homes and businesses. Your position works directly with Lead Gardeners as well as other Outdoor Technicians. The internship program is managed by the Garden Manager and the Office Manager. Jobs are scheduled in 1 and 2 hour intervals in an AM or PM shift and it is expected that you work the entire time. You will need to follow a schedule that keeps yourself and fellow employees on time for the daily work assignments. You must have a valid driver's license, as driving may be required. You will meet your teammates at designated locations at the start of your shift and then travel with them to complete the assignments for that day. Most of the time, you will meet at our office at 2100 Manchester Road in Wheaton, IL.

### **TIME FRAME:**

- The internship runs yearly from the month of May through October
- Program must be started by June 31<sup>st</sup>
- Internships will be assigned by April 15<sup>th</sup>
- Internship applications need to be submitted by March 15<sup>th</sup> for consideration in 2023

### **WORKING WITH GARDEN MY HOME:**

Garden My Home is the premier gardening company in the U.S. Just as it is expected to be the most professional business in the industry, you are also expected to keep up the level of professionalism, knowledge, and skill an experienced gardener is required to have. Your demeanor, uniform, and communication skills must always be professional. You will be working in a public environment where the community and potential clients will see your actions.

You will experience a fun and fulfilling time working with fellow gardeners and be able to challenge your knowledge and skill of plant maintenance. This is a perfect way to share your abilities and education in a real-world application.

### **QUALIFICATIONS & TASKS:**

You are expected to have a diverse knowledge of plants and their maintenance, as well as a basic understanding of caring for a garden and lawn space. We do show a preference to those who are working on 'Green Industry' degrees or certificates. Please review the 'Gardener' and 'Outdoor Technician 1' job positions for additional lists showing needed qualifications and tasks.

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## HOURS:

Jobs are scheduled in 1 and 2 hour increments starting at 7:45 a.m. and ending at about 4:45 p.m. Make your hours flexible; work AM or PM shifts, or both.

Pick times that fit your needs!

JOB HOURS	'IN-SEASON' HOLIDAYS	NOTE
AM - 7:45-12:00 PM - 12:15-4:45	President's Day, Memorial Day, Earth Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day	Hours may shift to an earlier time during hot summer weeks

## WE EXPECT YOU TO:

- Be on time
- Keep clean tools and notify us if tools are broken or need sharpening
- Have a positive attitude
- Work with a sense of urgency
- Be creative with your management of plants and gardens
- Share ideas

*Gardening is a physically rigorous profession. We expect you to manage your physical needs like staying hydrated, using sunscreen, and getting enough rest, so that you continue a happy lifetime of gardening. Please notify us if adjustments need to be made to your schedule as soon as possible.*

## EVALUATIONS, PAY, AND BENEFITS:

- Opportunity to stay on as an employee after the internship with performance-based pay increases
- Company sponsored 401(k) plan for eligible employees
- Pay: \$15.00 per hour
- Accrual based Paid Time Off (PTO) after 90 days

## ADDITIONAL EDUCATIONAL EXPERIENCE:

We also try to provide a broad exposure to different aspects of the "green industry", from growing plants to the design and implementation of gardens. Some field trips may include:

- Public/Private Parks & Gardens
- Garden Centers
- Wholesale Growers