

# **Pembroke Horticultural Society**

## **Job Descriptions**

### **1. Landscape Gardener Helper Job Summary**

Pembroke Horticultural Society

Reports to - Waterfront Gardener

Rate of Pay – Ontario Minimum Wage

Work Schedule – May 24 to July 15, 2022. 35 Hours per week for 8 weeks

### **2. Gardener Helper Job Summary**

Pembroke Horticultural Society

Reports to - Waterfront Gardener

Rate of Pay – Ontario Minimum Wage

Work Schedule – June 13 to August 12, 2022. 30 Hours per week for 9 weeks

### **Skills, Abilities**

- 1) 18 years of age minimum;
- 2) Good gardening skills and proficient use of gardening tools;
- 3) Must be able to perform the physical labour duties outlined below;
- 4) Ability to work independently, with minimal supervision;
- 5) Ability to project a suitable public relations image to the general public.

### **Responsibility**

Under the direction of the Waterfront Gardener, Pembroke Horticultural Society, carry out the day-to-day requirements for the orderly maintenance of horticultural concerns in the City of Pembroke. Act as a tourism ambassador, welcome visitors and the general public in a friendly and courteous manner.

### **Duties**

1. Responsible for the accurate completion of all time sheets and other administrative forms;
2. Performing digging, weeding, watering, planting, pruning and lifting duties in maintenance of flower and shrub beds and planters in the City of Pembroke;
3. Must be able to perform other related duties as assigned.
4. Adhere to COVID 19 protocols.

## **Additional Information**

This position is funded by a grant from the Canada Summer Jobs Program. The Canada Summer Jobs Program provides wage subsidies to employers from not-for-profit organizations, the public-sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years. Further information can be found at on the Canada Summer Jobs website.

As a condition of employment, candidates must supply their own personal CSA approved steel-toed work boots and work clothes.

Applicants are invited to submit in confidence, a cover letter and resume by

Thursday, May 12, 2022 at 4:00 pm to:

Pamela Duplessis  
Pembroke Horticultural Society  
Email: [gardenpembroke@gmail.com](mailto:gardenpembroke@gmail.com)