

Cheyenne Mountain Zoo Job Opportunity



Position: **Seasonal Horticulture Assistant**

Wage: \$15.00 per hour (unbenefited)

The Cheyenne Mountain Zoo is looking to round out our summer horticulture team. If you like being outside in the Colorado Springs weather and you have a green thumb, or have an interest in horticulture and/or hydroponics, and would like to spend your summer supporting our horticulture team either full time or part time, this may be the summer job for you!

How to apply:

- All interested parties submit cover letter and resume through Indeed.com.
- When applying on indeed, be sure to answer all screening questions.
- Cover letter should include applicant's dates of availability.

Principal Functions:

Support the Zoo in our mission "to be a leader in conservation, captive breeding and animal care; to connect people with wildlife and wild places through experiences that inspire action."

Help the Zoo achieve our vision of "Every kid. Every time. Goosebumps! Every kid, of any age, will have an experience of a lifetime with every visit."

POSITION SUMMARY: This position is responsible for assisting the zoos dynamic horticulture team with the care and maintenance of Zoo flora, gardens and exhibits, helping ensure a healthy and beautiful natural environment for guests and animals, as well as assisting our horticulturists in the operation of our hydroponic shipping container farm.

Seasonal unbenefited position: Shift will be 7:00am to 4:00pm, up to five days per week. This position requires you to work a non-traditional work-week including one weekend day. The position will be needed from May through September (maximum of 1500 total hours for the season).

Cheyenne Mountain Zoo - JOB DESCRIPTION

Position Title: Seasonal Horticulturist/Horticulture Assistant

Department: Horticulture

Reports to: Horticulture Curator

Supervises: None

FLSA Status: Nonexempt

POSITION SUMMARY: This position is responsible for assisting the horticulture team with the care and maintenance of Zoo flora, gardens and exhibits, helping ensure a healthy and beautiful natural environment for guests and animals.

QUALIFICATIONS AND REQUIREMENTS:

- High School diploma or GED is required
- Written and verbal communication skills: ability to interact clearly and effectively with both internal and external customers.
- Computer skills: basic; ability to learn how to fill out a digital timesheet with your work hours.
- Soft skills: ability to establish and maintain effective working relationships; remain calm under pressure; ask questions and seek guidance upon completion of assigned tasks, work at a fast pace while still paying attention to detail; work both alone or with minimal supervision and as part of a team; take ownership and pride in responsibilities; and have good guest service skills.
- Other requirements: Must be able to provide proof that you can legally work in the United States, have a valid Driver's License and be insurable as a driver in the state of Colorado, be able pass a pre-employment drug/alcohol screening and criminal background check, and be available to work flexible schedule including weekends and holidays

RESPONSIBILITIES AND DUTIES

ORGANIZATIONAL EXPECTATIONS:

- Maintain courteous, helpful and professional behavior on the job. Support the success of the entire team by promoting a collaborative work environment.
- Adhere to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines.
- Consistently contribute to problem-solving and cooperate with identified resolutions.
- Maintain discretion with confidential information.
- Demonstrate regular attendance and punctuality.
- Bring issues and process improvement ideas to the attention of the Supervisor.
- Maintain verbal and written skills required for the position.
- Attend meetings and participates in committees as required.
- Complete trainings as required.
- Adhere to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrate appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

DEPARTMENTAL EXPECTATIONS:

- Work diligently at assigned tasks, and work with limited supervision to complete tasks in a timely manner.
- Support the success of the entire team by promoting a collaborative work environment
- Handle interruptions and requests for information and assistance from employees with an attitude

of good customer service.

- Maintain a clean, hazard free work area and shop.
- Maintain a high level of customer service and satisfaction
- Utilize electronic work order system to manage work orders, log time, etc.
- Maintains courteous, helpful and professional behavior on the job. Displays a willingness and ability to be responsive in a warm and caring manner to all customer groups. Consistently cooperates and supports organization in problem-solving issues.
- Follow OSHA and Zoo safety guidelines
- Maintaining a positive, productive relationship with all other Zoo staff
- Contribute to a positive work environment

POSITION SPECIFIC EXPECTATIONS:

- Maintain a clean, hazard free work area.
- Know or have a willingness to learn and perform basic horticultural operations including: bed cleanup, weeding, watering, planting, mulching, pruning, laying sod, installing hardscape elements, mowing, trimming hedges, and other horticulture tasks as assigned.
- Lift heavy objects upward of 50lbs, sometimes repetitively.
- Recognize an unsafe condition in the workplace and seek guidance from your supervisor.
- Use a variety of hand tools and operate motor vehicles safely.
- Exercise an appropriate level of care for Zoo tools, equipment and property.
- Be punctual and ready to start work at the allotted time.
- Maintain integrity and honesty in the performance of duties.
- Support other Zoo departments and perform other duties, as assigned.
- Must have some interest in horticulture and conservation.

BENEFITS AND COMPENSATION

This position is a non benefited position. Compensation for this position will be \$15 per hour.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to manipulate, handle or feel objects, tools, or controls; talk, see, hear and smell. The employee is required to reach and stretch with hands and

arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature. Requires full range of body motion, manual and finger dexterity, and eye hand coordination; requires the ability to use department hand tools, to communicate effectively; requires standing, walking, sitting (possibly for long periods of time) and performing repetitive tasks for up to the entire work day; requires the ability to lift/carry up to 70 pounds using appropriate body mechanics.

- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation. Must be able to communicate effectively with all levels of personnel within the organization.
- Environmental Conditions – Working in a closed office environment and an outdoor environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office or Zoo environment. Subject to exposure to animals or Guests which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors. May be exposed to wet/humid/sunny conditions.
- Pressure Factor - Requires working under stressful conditions.