7-20-15 Sales Assistant, Part-Time, Grow Native Nursery, Rancho Santa Ana Botanic Garden, Claremont, 8-20-17 deadline

Job Title

Sales Assistant

Agency

RSABG Grow Native Nursery (GNN)

Location

Claremont, California

Pay Rate

$ 12.50 Hourly

Site Overview

Rancho Santa Ana Botanic Garden, the largest botanic garden dedicated exclusively to California's native plants, grounds itself in a philosophy of biodiversity and the importance of bringing knowledge and conservation applications to the public through diverse educational programming, scientific research and display and sales of native plants.

Position Overview

Nursery Assistant works closely with the GNN Retail Manager on daily activities that contribute actively to the operation of the vibrant retail nursery, participating in all aspects from stocking to inventory to working with customers and handling retail sales. The GNN nursery assistant will manage the care and maintenance of California native plants, observing horticultural and environmental standards for these and other plants on site; aid in supervising of volunteers; contribute to the operation of the retail nursery, and participate in outreach as requested. The GNN nursery assistant will also aid in the propagation, production and care of plants in production nurseries that are suited and destined to go into the GNN inventory.

Responsibilities

* Weekend work
* Actively participates in daily business operations including but not limited to receiving of plant deliveries, stocking, inventory, sales, and cash management.
* Aids in organization including display of plants and other sales items and advertising materials.
* Assists customers with plant identification and plant selections.
* Aids in recruiting and managing volunteers including training and supervision
* Teaches periodically on a variety of California native gardening topics.
* Contributes to routine upkeep, maintenance, and repairs of nursery areas
* Follow RSABG policies with regard to site health and safety regulations.
* Performs other duties as assigned.

Required Skills

• Previous work with California native plants

• Ability to learn rapidly

• Retail and production nursery experience or willingness to acquire skills

• Demonstrated ability to quickly acquire new skills

• Excellent communication skills including the ability to work with staff and volunteers and with customers of all kinds.

• Associate's degree or some college coursework in horticulture or a related field

• Relevant computer skills including word processing, database management, and spreadsheets

• A valid California State Driver's License.

Physical Demands

* Must be able to stand for extended periods of a time and walk long distances to various outdoor locations.
* Must be able and willing to work outside in inclement weather conditions.
* Must be able to maneuver in narrow or confined places around fragile plants.
* Must be able to lift and carry up to 50 pounds.

Education, Experience and Skills

* Previous work with California native plants
* Ability to learn rapidly
* Retail and production nursery experience or willingness to acquire skills
* Demonstrated ability to quickly acquire new skills.
* Excellent communication skills including the ability to work with staff and volunteers and with customers of all kinds.
* Associate's degree or some college coursework in horticulture or a related field
* Relevant computer skills including word processing, database management, and spreadsheets
* A valid California State Driver's License

Application Mode

Qualified candidates please email, fax or mail resume and letter of interest to:

Rancho Santa Ana Botanic Garden

Attention: Human Resources Coordinator

1500 N College Avenue

Claremont, CA 91711

Email: druiz@rsabg.org and/or employment@rsabg.org

Fax: 909-626-3489

Application Deadline

August 20, 2017

Contact for further information

druiz@rsabg.org or 909-625-8767