



Seasonal Garden of Lights Helper (part time)

Reports to: Director of Horticulture

Supervisory Responsibility: None

FLSA Status: Non-exempt

Part-Time Position: Not to exceed 25 hours per week, no benefits.

Tulsa Botanic Garden seeks qualified individuals for seasonal, part-time positions as “Garden of Lights Helper,” from mid-October through Thanksgiving.

Applicants for this position will join a team of dedicated professionals working diligently to build a dynamic new botanic garden for Tulsa, Green Country, and beyond. Tulsa Botanic Garden is a growing 501(c)(3) nonprofit based in Tulsa, Oklahoma with 170 acres of land located in southeastern Osage County, 8 miles north of downtown Tulsa. More information about the Garden can be found at www.tulsabotanic.org or on Facebook at www.facebook.com/tulsabotanicgarden.

Position Summary: Garden of Lights Helpers will assist in preparing the Garden for the Garden of Lights event by setting up string lights in various locations.

Primary duties of this position:

- Set up string lights in various trees, shrubs, railings, and other areas as directed;
- Affix lights to plants (including semi-spiny shrubs, tree branches)
- Occasionally working with volunteers;
- Other duties as assigned.

Qualifications for this position include:

- Must be able to climb and work from a ladder;
- Must be able to work with hands above head for extended periods;
- Must be able to bend, twist, and lift 25 pounds
- Work will occur under typical outdoor conditions for Tulsa, OK
- Efficient and accurate work is essential
- Must be a person who can be managed and who can follow specific, detailed directions
- Intermittent standing and walking required;
- Friendly demeanor and positive attitude;

Tulsa Botanic Garden is a tobacco-free campus

Interested applicants should submit a cover letter explaining interest in the position, a current resume, and two references via email to anita@tulsabotanic.org.

Click [here](#) for a printable pdf file of position description. No phone calls please.