**WANTED**

**Summer Student Assistants**

**Memorial University Botanical Garden**

306 Mount Scio Rd.

**GROUNDS MAINTENANCE SUMMER STUDENT ASSISTANT (2 positions)**

**Duties**

* construction and maintenance of nature trails, board walks and fences with a minimum disturbance to the natural habitat
* mowing grass, raking, and weeding
* garden landscaping
* minor building repairs
* Hours of work: 35 hours/week, weekend work may be required, April 28-Aug 15, 2025

**Qualifications**

* this position involves fairly heavy manual labour, and applicants should be physically fit and not opposed to working outside in inclement weather
* this position involves working closely with other staff and some contact with the public, applicants should be polite and able to get along with others
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**GARDENING SUMMER STUDENT ASSISTANT (2 positions)**

**Duties**

* perform horticulture-related maintenance of the gardens
* spring clean-up of display beds, digging, cultivation, weeding, watering, staking and branching of display beds as well as greenhouse and nursery areas
* soil mixing, leaf shredding
* assisting with the updating of plant inventories and other related duties
* Hours of work: 35 hours/week, weekend work required, schedule varies, April 28-Aug 15, 2025

**Qualifications**

* this position involves fairly heavy manual labour and applicants should be physically fit and not opposed to working outside in inclement weather
* assets include experience in home gardening; ability to follow instructions and work independently if necessary; ability to use tools safely
* this position involves working closely with other staff and some contact with the public, applicants should be polite and able to get along with others
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**ENVIRONMENTAL EDUCATION SUMMER STUDENT ASSISTANT (5 positions)**

**Duties**

* Assist the Environmental Education staff in preparing and presenting education programs to school groups, youth groups, and the general public
* Lead the Junior Naturalist Summer camps or Nature Explorer Summer camps (which will include kayaking)
* Hours of work: 35 hours/week, schedule varies, some weekend work required, May 20 – Aug 29, 2025

**Qualifications**

* Excellent basic communication skills necessary
* Experience in interpretation
* Background in education, natural sciences or outdoor recreation with knowledge of natural history an asset
* Experience with children’s groups required
* Some outdoor recreation skills, including kayaking (for Nature Explorer leaders) an asset
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**ENVIRONMENTAL EDUCATION STUDENT SUPERVISOR (1 position)**

**Duties**

* Assist the Environmental Education staff in preparing and presenting education programs to school groups, youth groups, and the general public
* Lead the staff and programs for the Junior Naturalist Summer camps
* Hours of work: 35 hours/week, schedule varies, weekend work required, May 5 – Aug 29, 2025

**Qualifications**

* Excellent basic communication skills necessary
* Experience in interpretation, teaching, or leading programs
* Background in education, natural sciences or outdoor recreation with knowledge of natural history an asset
* Experience with children’s groups, families and the public required
* Supervisory experience an asset
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**PUBLIC KAYAKING PROGRAM STUDENT ASSISTANT (2 positions)**

**Duties**

* Assist the Environmental Education staff in preparing and presenting kayaking programs to our summer camps and the public
* Managing kayaking rentals on weekends, holidays and select evenings; including maintaining equipment, following safety protocols, and aiding the public as needed
* Hours of work: 35 hours/week, Wednesday - Sunday, holidays, and some evening work required, June 24 – Sept 2, 2025

**Qualifications**

* excellent basic communication skills necessary
* experience with kayaking an asset, but comfortable in a boat is required
* background in outdoor recreation with knowledge of natural history and youth programming an asset
* First Aid training, and or Paddle NL water safety training or kayaking training an asset
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**NURSERY SUMMER STUDENT ASSISTANT (1 position)**

 **Duties**

* to assist nursery staff with maintenance of the nursery area and alpine house
* propagating plants by various methods
* care of plants in the greenhouse and nursery area including watering, weeding and re-potting
* recording data
* Hours of work: 35 hours/week, schedule varies, weekend work required, April 28-Aug 15, 2025

**Qualifications**

* good Biology background with knowledge of Newfoundland plants and animals
* enjoy working outdoors and appreciate the natural environment
* good organizational skills necessary
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**VISITOR SERVICES SUMMER STUDENT ASSISTANT (2 positions)**

**Duties**

* greet visitors, answer inquiries
* process admissions, gift shop purchases and other visitor transactions
* provide natural history and gardening information for visitors and answer telephone enquiries
* maintain gift shop – cleaning and stocking shelves, recording inventory
* assist with conference room bookings (incl. setup and take down)
* operate office equipment such as; desktop computer, fax machine, copier/scanner
* maintain season pass holder database
* compile monthly visitor statistics
* Hours of work: 35 hours/week, schedule varies, weekend and evening work required; Apr 28-Sept 3, 2025

**Qualifications**

* excellent communication skills and enjoy meeting people
* retail or visitor service experience
* knowledge of NL natural history and/or gardening would be an asset
* familiarity with basic office equipment and procedures
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**

**VISITOR SERVICES SUMMER STUDENT ASSISTANT (Bilingual) (1 position)**

**Duties**

* Greet visitors, answer inquiries in English and French
* Translate signage and interpretation from English to French
* Process admissions, gift shop purchases and other visitor transactions
* Provide natural history and gardening information for visitors, including leading a bilingual tour
* Maintain gift shop – cleaning and stocking shelves, recording inventory
* Assist with conference room bookings (incl. setup and take down)
* Operate office equipment such as: desktop computer, copier/scanner
* Hours of work: 35 hours/week, schedule varies, weekend work required; June 3 - Sept 1, 2025

**Qualifications**

* Fluent in French and English
* Excellent communication skills
* Retail or visitor service experience
* Knowledge of NL natural history and/or gardening would be an asset
* Familiarity with basic office equipment and procedures
* **Funding for this position requires that the successful applicant must have been a full-time student in the previous year, under the age of 30 and a Canadian citizen.**



**Salary:** will be in accordance with the Memorial University student salary scale

**DEADLINE: Monday, March 31, 2025**

**Applications:** Please submit **ONE** copy of your resume and a cover letter via email indicating the positions you are

applying for to:

**Madonna Bishop**

**Memorial University Botanical Garden**

 **email:** **mbishop@mun.ca**