SUMMER COLLEGE INTERNSHIP PROGRAM

INTRODUCTION

Leach Botanical Garden is 16.5 acres and the crown jewel of public park spaces in outer Southeast Portland. Leach Garden Friends is a thirty-year-old, non-profit organization which operates Leach Botanical Garden, Portland’s only public botanical garden, in partnership with the Portland Parks Bureau. Leach Botanical Garden contains several discrete collections with a focus on the flora of Oregon and plants collected and discovered by John and Lilla Leach during their expeditions in the early 20th century. Today, Leach Botanical Garden aspires to be a treasure connecting people, place and plants through discovery and delight.

POSITION DESCRIPTION & RESPONSIBILITIES

The college internship program is designed to offer hands-on experiences for persons aspiring to a career in horticulture, public gardening and landscape architecture or design. The intern will work alongside our horticulture staff and volunteers. This includes planting, weeding, watering/irrigation, mulching, pruning, visitor interaction, plant labeling, inventory and collections record keeping and public education. Staff and intern will identify a specific project to work on that suits both the Garden and intern. Upon completion of the internship, the intern is expected to write a report and present their conclusions.

Educational field trips and public educational programs are offered to help broaden the students' horticultural horizon.

HOUSING & COMPENSATION

$10 per hour at 24 hours per week for 10-12 weeks. Housing is not provided. However, the Garden can assist with locating housing nearby.

APPLICATION REQUIREMENTS

Previous gardening experience and course work in horticulture, public gardening or landscape design are required. Applicants must be currently enrolled in college programs (including graduate) and have completed their sophomore year with a focus on horticulture, botany or landscape architecture. School credit may be available. We are looking for a student eager to learn and grow in the horticultural field.

Students must be responsible, positive, self-motivated and capable of the strenuous nature of gardening.

A background check form will be required for selected candidates.
APPLICATION PROCESS
(The following must be emailed or mailed ALL TOGETHER in one final packet)

A completed application should include:

1. A completed online intern application form
   http://www.leachgarden.org/garden/2015-summer-internship/

2. Cover letter including a statement of your professional objectives, approximately 200 words

3. 
   a. A copy of your resume
   b. College/university transcript (does NOT have to be an official copy) showing classes and cumulative GPA
   c. Two letters of reference: one from your academic advisor or professor regarding your scholastic achievements and one from a current or past employer speaking to your potential as an intern; preferably from within your field of interest.

4. Mail or Email ALL of the above to:
   Courtney Vengarick
   Leach Botanical Garden
   6704 SE 122nd Avenue
   Portland, OR 97236
   Phone: 503.823.1670
   Email: cvengarick@leachgarden.org

We are sorry that we cannot accept international (including Canada) applications at this time.

Applications must be postmarked by March 1, 2015