



1313 Witzke Blvd  
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info@gardensfoxcities.org

## 2010 SUMMER INTERNSHIP OPPORTUNITY

**Position:** **Botanical Garden Intern** (one position available)  
**Term:** 12-14 weeks, beginning in May  
**Hours/Week:** 40 maximum  
**Reports to:** Botanical Garden Manager

**Purpose:** To gain hands-on experience maintaining display gardens and grounds in a public setting.

**Responsibilities:** The Botanical Garden Intern will be responsible for assisting in the maintenance and upkeep of Gardens of the Fox Cities, a 35 acre botanical garden. The successful candidate will gain hands-on experience working with a wide variety of plants and various design styles under the direction of the Botanical Garden Manager. The intern will provide daily maintenance for the Gardens as well as other miscellaneous activities; some responsibilities include site maintenance, planting, mulching, pruning, pest control, equipment operations, and site clean-up. Providing direction and guidance to garden volunteers is required; set-up and take down for special events held on the weekends is mandatory. Education and interpretation are important facets of the day-to-day garden operations; the intern will be required to learn about, and provide tours of the facilities. The chosen intern will work with the Botanical Garden Manager and industry professionals to obtain practical knowledge in the care and maintenance of an extensive collection of native and non-native plant taxa. Attendance at staff meetings and monthly Site Committee meetings is required. Management experience will be gained by serving as the “manager-on-duty” Saturdays when the Scheig Learning Center is open to the public, and in the absence of the Botanical Garden Manager.

**Requirements:** Candidate must be enrolled in, or a recent graduate of, a 2- or 4-year college Horticulture Program or related field. Flexibility, the ability to work independently as well as with others, possession of good communication and interpersonal skills, and a clean driving record are required. The ability to lift and carry 50 lbs and the willingness to train and master the operation of equipment pertinent to the position is necessary. Pay rate is \$9 per hour with a maximum of 40 hours per week; no overtime is available. Housing is not provided. Assistance in finding local accommodations is given, but interns are ultimately responsible for finding housing. International students are accepted.

Gardens of the Fox Cities is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

**Gardens of the Fox Cities  
Internship Application Information**

To apply, please complete and return the following materials:

1. Intern Application
2. A current resume´ that includes educational and work experiences, and pertinent dates.
3. A brief essay telling us why you are interested in the opportunity to work at Gardens of the Fox Cities, what you hope to gain from your experience, and how this experience will help you in your professional career.
4. Transcripts or official records of your post-secondary educational courses and grades.

*All* required materials must be received before March 1, 2010, for an applicant to be considered. To submit your application, send required materials to:

Danette McMurrin  
Botanical Garden Manager  
Gardens of the Fox Cities  
1313 E. Witzke Blvd.  
Appleton, WI 54911

Email: [dmcmurran@gardensfoxcities.org](mailto:dmcmurran@gardensfoxcities.org)

It is anticipated that this position will be filled no later than March 31, 2010.

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**COMPUTER SKILLS:**

MSWord     WordPerfect     Excel/Spreadsheet     Data Entry     MS Publisher  
 MS PowerPoint     MS Access    Other Software Skills \_\_\_\_\_

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**RECORD OF CONVICTION:**

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?

Yes  No If yes, explain: \_\_\_\_\_

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

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**EMPLOYMENT:** List last employer first, including U.S. Military Service.

If any employment was under a different name, indicate name \_\_\_\_\_

May we contact your present employer?  Yes  No

**Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  FT  PT No. of Hours \_\_\_\_\_ Salary \_\_\_\_\_  
Mo/Yr Mo/Yr  
Supervisor \_\_\_\_\_ Department \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Telephone \_\_\_\_\_ Position \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  FT  PT No. of Hours \_\_\_\_\_ Salary \_\_\_\_\_  
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Mo/Yr Mo/Yr  
Supervisor \_\_\_\_\_ Department \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job?  Yes  No

If yes, explain: \_\_\_\_\_

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**REFERENCES** (prior Employers or Instructors preferred):

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
Company (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
Company (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
Company (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

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**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Gardens of the Fox Cities to verify their accuracy and to obtain reference information on my work performance. I hereby release Gardens of the Fox Cities from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**This application for employment is good for 90 days only.  
Consideration for employment after 90 days requires a new application.**