



PATHWAYS TO EMPLOYMENT

Horticulture Apprenticeship Job Description

Thank you for your interest in the **Horticulture Apprenticeship** position at Como Park Zoo and Conservatory, funded through St Paul's Right Track program. This Apprenticeship is a year-long commitment with preference given to City of St Paul and Ramsey County residents.

Apprentice requirements:

- Be a City of St Paul or Ramsey County resident
- Come from a cost burdened household and/or have a barrier to employment
- Interest in horticulture
- 18- 24 years old

A completed application includes:

- Cover letter indicating reasons for interest in an Apprenticeship at Como
- Resume summarizing educational and employment experiences
- Two letters of recommendation, preference on one being from someone who can speak to your commitment to horticulture

Applications are open until position filled, with priority to applicants submitted on or before May 2nd, 2025 for a start date of mid- June.

If you need more information don't hesitate to reach out,

Lianna Sanders, Project Manager

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Horticulture Apprentice

This apprenticeship at Como Park Zoo and Conservatory is designed to provide necessary experience to obtain a job as a Horticulturist. Apprentices gain career learning in plant maintenance, greenhouse production, outdoor landscaping, and preparing floral displays as well as ongoing professional skills trainings. This is a paid opportunity through Right Track and the City of St Paul, Apprentices will receive \$15.97/hour.

Duties

- Plant maintenance in public display areas
- Transplanting, weeding, trimming, and deadheading herbaceous plants both indoors and outdoors
- Preparation of plants for floral displays
- Preparation of soils, plant maintenance, and sanitation in greenhouse production areas
- Assist with record keeping
- Perform other duties as assigned

Responsibilities

- Demonstrate safe, professional, and respectful behavior in all work areas
- Follow established policies and procedures when working on Como Campus
- Address issues and concerns in a timely and professional manner
- Work a pre-arranged shift, up to 40 hours/week in the Summer and up to 20 hours/week during the School Year
- Give advanced notice for shift changes
- Fulfill all training requirements and provide feedback

Qualifications

- Currently pursuing a career or degree in horticulture, floriculture, plant biology, or a related field
- Meet a household income requirement and/or have a barrier to employment. Preference given to City of St Paul and Ramsey County residents
- Ability to commit to Apprenticeship for a minimum of one year
- Be available to work weekdays, and weekends
- Demonstrate high quality ability to work independently or with a team
- Ability to move objects in excess of 50 lbs. daily