



Colorado Chautauqua Association
POSITION DESCRIPTION
March 2018

Seasonal Groundskeeper

Association Mission and Values

The Colorado Chautauqua Association is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Description

This is a seasonal, non-exempt position responsible for the maintenance and upkeep of all landscape and garden features within Chautauqua Park. This position runs from May 1st through September 28th. This is typically a forty hour work week with standard hours being 8:00am to 5:00 pm. Some weekend work may be required during periods of extreme hot weather. For emergency and inclement weather reporting purposes, this position is non-essential.

Major Duties and Responsibilities

- Assure that the gardens, flower planters, niche gardens, cottage and park lawns are adequately watered and weeded
- Plant flowers or other horticulture as needed and directed
- Assist Facilities and Preservation team with various tasks as needed
- Other duties as assigned

Reporting Relationships

Reports to: Staff Horticulturist

Qualifications

- High school diploma or equivalent
- Experience with landscape maintenance work and familiarity with hand tools a plus
- Physical ability to perform tasks requiring continuous walking, standing, bending, etc.
- Ability to work outdoors in varied weather conditions
- Pass a pre-employment background check

Behavioral Traits and Attitudes

- Reliable and punctual
- Listens well, follows directions
- High energy team player with a positive, can-do attitude
- Flexible and willing to
- Self-motivated and able to work independently
- Proactive, look for ways in which too be more helpful, stay busy
- Comfortable interacting with guests and staff, always courteous, positive face of Chautauqua

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job.