



Department of Natural Resources  
Parks and Recreation Division



## POSITION DESCRIPTION

**CLASSIFICATION:** Michigan Civilian Conservation Corps (MCCC) Crew Member  
AmeriCorps Program Member – Optional

**TITLE:** Michigan Civilian Conservation Corps - Assistant Floriculturist

**LOCATION:** Anna Scripps Whitcomb Conservatory, Belle Isle Park, Detroit, MI

**POSITION INFORMATION:** MCCC Assistant Floriculturist is a training position within the Michigan Civilian Conservation Corps. This is a limited term position of no more than two years (4,160 hours). Terms are typically 6-12 months.

The MCCC Assistant Floriculturist will assist in the care of the extensive plant collection of the Anna Scripps Whitcomb Conservatory, including four distinct plant houses, greenhouses, seasonal floral displays, formal public gardens within the conservatory grounds, and other landscape plantings and gardens within Belle Isle State Park. The MCCC Assistant Floriculturist may also assist with the maintenance of the naturalized and formal landscape gardens of nearby Milliken State Park.

Work will benefit one of the historic icons in the city of Detroit. This is an excellent opportunity to gain valuable hands-on experience in plant care, floriculture and horticulture techniques, and the maintenance of public gardens.

**WORK SCHEDULE:** Four 10 hour days per week (Typically 7 AM to 5:30 PM). Workday schedule will vary, but will likely include working at least two weekends each four week period.

**PAY RATE:** \$10.00 per hour, 40 hours per week

**AMERICORPS GRANT AWARDS:** For MCCC - Assistant Floriculturists choosing to enroll in [AmeriCorps](#) can earn an educational grant awards up to \$5,645; multiple grant awards are possible.

**SUPERVISOR:** DNR, Parks and Recreation Division, Stewardship Unit Manager

**LEAD WORKER:** Head Floriculturist - provides daily work instruction, training and work schedules

### PRIMARY DUTIES:

- Care for plant specimens including watering, pruning, fertilizing, weeding, dead heading and pest control in each of five distinct plant houses
- Monitor and regulate temperature and humidity of conservatory plant houses
- Monitor and record plant conditions, treatments and general data such as temperature, humidity, and watering
- Assist with arrangement, set up and maintenance of formal flower showroom
- Assist with care of Anna Scripps Whitcomb orchid collection and other greenhouse specimens
- Maintenance of the conservatory formal gardens and formal plant beds throughout Belle Isle Park including planting, pruning, weeding, irrigation, and application of herbicide
- Maintenance of the conservatory grounds including the formal yew and box wood hedges.
- Assist with the maintenance of the naturalized and formal landscape gardens of nearby Milliken State Park, including invasive plant control, pruning, weeding, irrigation and application of herbicide
- Communicate with and educate visitors to the conservatory informally and formally as a leader of tours and workshops.
- Assist with and/or lead volunteers in conservatory work, landscape work and stewardship work inside the conservatory and throughout Belle Isle Park and Milliken State Park.

- General building maintenance and daily care of the conservatory including removal of plant refuse, cleaning, washing windows, and removing trash. Policing of litter within the conservatory grounds and adjacent parking area.
- Enforce the rules of conduct of the Anna Scripps Whitcomb Conservatory

**ABOUT MCCC/AMERICORPS:** The Assistant Floriculturist positions at the Anna Scripps Whitcomb Conservatory will be hired under the Michigan Civilian Conservation Corps (MCCC) program. The MCCC program is a special career training program established by Michigan State Legislature. People hired under the MCCC program are non-career employees of the Michigan Department of Natural Resources, Parks and Recreation Division. Training is a non-pecuniary consideration of the position.

Employees have the opportunity to join [AmeriCorps](#), but are not required to do so. Enrollees in AmeriCorps earn educational grant awards prorated to hours of completed service. The AmeriCorps education award may be used for any qualifying form of higher education from vocational training to graduate school, or may be used to repay student loans. Other benefits include paid personal annual leave and paid administrative leave for career development and job searches.

#### **QUALIFICATIONS:**

- Must be between 18 and 27 years of age (inclusive)
- High school graduate or G.E.D minimum
- Resident of the State of Michigan
- Be unemployed at the time of enrollment
- Have a social security card prior to the enrollment date

#### **EXPERIENCE:**

- No experience is required.
- College courses or other training in horticulture, floriculture, or related field is preferred
- Experience working in greenhouse, garden and landscape settings also desirable

#### **REQUIRED KNOWLEDGE/SKILLS:**

- Must possess a significant interest in horticulture, floriculture or related field
- Ability to learn and follow detailed directions about plant identification, plant care and related work
- Ability to work independently as well as in a team environment
- Ability to interact and communicate well with the public
- Willingness to use herbicides, insecticides, fungicides and fertilizers. Must be willing to obtain a State of Michigan pesticide applicator certification within six weeks of employment.
- Ability to conduct strenuous work, under adverse conditions of heat, cold, rain (wet conditions) and biting insects
- Willingness to use power equipment safely, including clearing saws, pole pruners, and trimmers
- Must be safety conscious, obey all safety instructions and guidelines
- Committed to stewardship of the Anna Scripps Whitcomb Conservatory and Belle Isle Park

#### **APPLICATION PROCEDURE:**

- Applications for positions of six months to one year, with the potential to extend up to two years, are accepted year round
- Job applications are available at the Michigan DNR website, [www.michigan.gov/dnrjobs](http://www.michigan.gov/dnrjobs) (Form #PR-7123e).
- A cover letter and resumes should be attached to the application and mailed or e-mailed to:  
Jeremy Kemp, Horticulturalist, Anna Scripps Whitcomb Conservatory  
DNR, Parks and Recreation Division

Belle Isle Park  
2 Inselruhe Road  
Detroit, MI 48207  
Phone: 313-821-9848  
Email: [kempJ6@michigan.gov](mailto:kempJ6@michigan.gov)

