



LOS ALAMITOS | a place for all time

RANCHO LOS ALAMITOS HISTORIC RANCH & GARDENS

6400 EAST BIXBY HILL ROAD, LONG BEACH, CALIFORNIA 90815 562.431.3541

www.rancholosalamitos.org

The Rancho Los Alamitos Foundation operates Rancho Los Alamitos Historic Ranch & Gardens in a public-private partnership with the City of Long Beach. The 7.5 acre historic resource comprises the ranch house (constructed c. 1800-1933), four acres of nationally significant gardens, a barnyard area, visitor center, and research archive. The site has been continuously occupied and the land used for more than 1,500 years and the history of the site, as well as the lives of its owners and occupants, make it a perfect metaphor for the southern California experience. Rancho Los Alamitos explores the interaction between people and place, culture and environment, past and present to create a greater understanding of the evolution of Southern California in relation to the state, the nation, and the world.

Garden Assistant II

Classification: Non-exempt, part-time, regular, 20 hours/week

Compensation: \$13 - \$15 per hour plus benefits

General Responsibilities:

Working collaboratively with other staff, the Garden Assistant is part of the horticultural team tasked with caring for and preserving the historic gardens at Rancho Los Alamitos Historic Ranch & Gardens. The Rancho is a diverse organization with a small staff and many activities; all staff members must be versatile and cooperative in carrying out a variety of responsibilities and duties as assigned.

Duties and responsibilities

- Garden maintenance projects as directed by the Horticultural Department staff.
- Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, or shrubs and apply mulch for protection, using gardening tools.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Operate vehicles or powered equipment, such as mowers, chain-saws, electric clippers, sod cutters, or pruning saws.
- Water pots and container plants, and other areas as directed by the Horticultural Department staff.
- Help facilitate the work of the site's garden volunteers.
- Assist with the set-up and break-down of tables, chairs, and other equipment for special events and tours.
- Occasionally assist with the feeding of small livestock, as necessary.
- Performs other duties as assigned.

Qualifications

- Self-motivator who must work well both independently and on a team.
- Must have ability to drive and valid California driver's license.
- Must have reliable transportation to and from work.
- Ability to take direction and constructive feedback.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Ability to work with and communicate effectively with a wide variety of people, especially the site's volunteers.
- Ability to read and speak Spanish is desirable.
- One to two years previous gardening experience desirable, but not necessary.

Working conditions

The Garden Assistant works out-of-doors, often in full sun, in the historic site's 4 acres of landscaped gardens, as well as in the barnyard area. This position works closely with material that may cause allergic reactions, particularly to dust, animals, pollen, chemicals, and plant materials. Regular hours include weekdays, as well as weekends.

Physical requirements

- Must be able to safely negotiate ladders and stairs.
- Must be able to safely operate the site's small electric carts.
- Regularly required by the duties of this job to have full range of mobility in both upper and lower body. Including ability to: stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- Must lift and/or move up to 50 pounds repeatedly, including handling these materials while standing on ladders and stepstools.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hearing Requirements: Phone use, interaction with volunteers and the public.

This job announcement is not intended to be an all-inclusive list of duties and standards of the position.

To Apply: Please send a letter of interest, current resume and three professional references by 5pm on Friday, November 2nd to Pam Lee, Executive Director, at Rancho Los Alamitos, 6400 East Bixby Hill Road, Long Beach, CA 90815, or email these documents to PYL@RanchoLosAlamitos.org. Please **do not** telephone or drop in without an appointment. However, visiting and touring the site before applying is encouraged.

Historic Site Public Hours: Open hours are Wednesday through Sunday from 1:00-5:00pm for public tours. Admission: FREE. School tours, special events, lectures, concerts, and youth and family programs are offered throughout the year.