



Garden Stewards – Conservatory and Outdoor Areas

Position:	Garden Steward
Who:	Hidden Lake Gardens Staff and Volunteers
Locations:	Conservatory Lobby Tropical Biome Arid Biome Temperate House Lath House Service Greenhouse Polyhouse Gazebo Garden Plantings around the Conservatory

Schedule

Volunteer shift opportunities are available:

- **Days:** Mondays through Sundays
- **Shifts:**
 - 9:30 AM – 11:30 AM
 - 1:00 PM – 3:00 PM
 - As needed

Purpose

The Garden Steward role supports the ongoing care, presentation, and functionality of Hidden Lake Gardens. Garden Stewards assist with horticultural, custodial, and seasonal tasks that help maintain the beauty and health of both indoor and outdoor garden spaces.

Responsibilities

Plants, Trees, and Flowers

- Potting, planting, and transplanting plants
- Weeding, cultivating, pruning, and deadheading
- Propagating plants through seeds, cuttings, and divisions
- Removing invasive or unwanted plant material
- Watering plants as directed

Custodial and Display Support

- Sweeping the Conservatory lobby, walkways, and greenhouse floors
- Placing, straightening, and maintaining plant labels, markers, and signage
- Assisting with the setting up of seasonal displays and special events
- Restocking brochures, flyers, and other important information



Communication

- Use a walkie-talkie radio to communicate with Hidden Lake Gardens staff.

Work Environment

- This role takes place in both indoor and outdoor environments
- Volunteers may be exposed to changing weather conditions, insects, and wildlife
- Appropriate attire and personal protective measures are recommended
- All necessary tools and materials will be provided

Dress Code

- Volunteers must wear Hidden Lake Gardens–issued apparel to ensure they are easily identifiable as authorized personnel

Qualifications

- Interest in horticulture and plant care
- Ability to perform physical tasks such as standing, bending, lifting, and walking
- Strong attention to detail
- Willingness to learn and follow instructions

Additional Information

- Training, informational resources, and uniforms are provided
- Volunteers are encouraged to bring sunscreen, insect repellent, and a reusable water bottle