



HORTICULTURAL CONTRIBUTOR - Carl Grillo Glass House

Part Time and Seasonal, Staten Island, New York

Who We Are

Snug Harbor Cultural Center & Botanical Garden (“Snug Harbor”) offers dynamic programming in the arts, horticulture, agriculture, education and recreation for diverse cultures and all ages, on a historic, welcoming campus that is a unique oasis in New York City. We envision being a nationally visible yet locally impactful cultural organization beloved by all who visit. We value artistic vibrancy, stewardship, conservation, inclusion, community, communication and discovery. Located less than 1.5 miles from the Staten Island Ferry and easily accessible by public transportation, Snug Harbor welcomes nearly 500,000 visitors each year to explore our gardens, grounds and galleries. Our 83-acre campus features 26 architecturally significant buildings and 14 distinctive gardens, including a traditional Chinese garden and a Tuscan garden. A vibrant cultural hub, Snug Harbor is also home to several non-profit institutions, artists’ studios and small businesses. Founded in the 19th century as a charitable rest home for sailors, today Snug Harbor is a growing, must-see destination.

Volunteering at Snug Harbor

Snug Harbor values volunteer engagement. Volunteers are an essential part of how we serve our community. The experience of our volunteers must be consistently rewarding. We consider the value of volunteering in a number of ways, including social and technical skills acquisition, career-building experiences, social networking, and the personal satisfaction of community service. If you are beginning your career, this is an excellent opportunity to build skills in co-working and plant management, familiarity with non-profit administration and living museums in particular, and horticulture operations. If you already have these skills and experience, this is an excellent opportunity to serve our community by increasing Snug Harbor’s ability to serve the public and build capacity for the only botanical garden in Staten Island.

The Volunteer Position

The Horticultural Volunteer (HV) is an ambassador of the mission, vision and values of Snug Harbor. The HV helps maintain an attractive and educational horticultural display for the benefit of the public and is engaged in various capacities depending on the seasonal and programming needs of the organization. In all capacities the HV offers a welcoming presence and provides excellent customer service to visitors of Snug Harbor. The HV interacts with the public via informing visitors of amenities and programs; and supporting a safe and enjoyable experience. All volunteer service is integrated with Snug Harbor’s COVID safety protocol and procedures, with staff and volunteers adhering to best practices for personal and public safety. The HV acts as eyes and ears for site conditions and visitor satisfaction. The garden this HV supports is the Carl Grillo Glass House.



This position reports to Greg Lord and is part of the Horticulture Department. The position is part time and seasonal. Time commitment required is four days per week (Tuesday through Friday) for four hours between 10 am and 2 pm.

Responsibilities

- Provides enterprising and responsive customer service at all times
- General administrative support as needed
- Greeting the public at the greenhouse entrance
- Answering questions about plants in the greenhouse and about the site in general
- Removing dead leaves and flowers from plants while not engaged with the public
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed
- Respect and maintain confidentiality of Snug Harbor volunteers, partners, and donors

Qualifications

Horticultural training for this position will be provided. The qualified candidate will be dependable, punctual, adaptable, positive and curious. Additional qualifications include:

- Willingness to work outdoors (rain or shine)
- A positive attitude. Sense of humor is a bonus
- Ability to communicate clearly and in a timely fashion through email, text, phone and in-person. Must be able to interact appropriately with all levels of management, staff and the public.
- Proficiency in spoken and written English. Spanish fluency highly valued.
- Ability to sit or stand for a long period of time
- Ability to lift 30 pounds

Qualified candidates should submit a cover letter and resume to engagement@snug-harbor.org with the subject line "HV Glass House – [Your Name]," or [apply to volunteer](#), indicating the position of interest in the application.

Snug Harbor celebrates and commits to fostering diversity, equity and inclusion. We value and seek the strengths of human variety across communities, in programming, with staff, the Board of Directors, volunteers, artists and visitors. Snug Harbor strives to build a culture of diversity of voice and representation, authentically inclusive spaces and equity for all.

For more information on SHCC please visit, www.snug-harbor.org