

## Position Description

Position Title: Retail Nursery Coordinator  
Reports to: Asst. Retail Manager  
Type of Employment: Full-Time  
Status: Hourly (Non-Exempt, eligible for Overtime)  
Salary: \$19/hr

### **About Tohono Chul Park**

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and is deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

### **Mission**

The mission of Tohono Chul Park is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and inspiring wise stewardship of the natural world.

### **Values**

- Love of the Sonoran Desert region: its natural history and its cultural heritage.
- Love of Tohono Chul and respect for what the Park means to visitors, supporters, and staff.
- Responsible use of all-natural, human, fiscal, and temporal resources.
- Respect for all people, their beliefs, and cultures.
- Excellence and integrity in all undertakings of the park.
- Dedication to lifelong learning, with a special focus on living in harmony with the Sonoran Desert and the respectful interactions of people with their environment.
- Accessibility and outreach to the community in experiencing the resources of Tohono Chul

### **Position Summary**

Tohono Chul seeks a team-oriented Nursery Coordinator who will thrive in a fast-paced environment and can work collaboratively with staff and volunteers. Responsible for overseeing the Desert Corner Native Plant Nursery at Tohono Chul. Desert Corner Nursery is a Sonoran and desert-adapted plant nursery, open seven days a week 9-5. The schedule would be Tuesday- Saturday. Working conditions include outdoor environments, extreme temperatures, lifts, and carrying heavy objects.

### **Primary Responsibilities**

- Open and close retail plant nursery.
- Welcome all who visit, providing excellent guest experience.
- Operating of Point of Sales system
- Able to provide advice on native plant selection and cultivation.

- Maintains plant inventory with proper care, water, fertilizer, and pest control.
- Keeps the nursery well stocked with new inventory purchased from the Tohono Chul propagation department and local wholesaler growers.
- Coordinates purchasing and logistics with local plant vendors
- Coordinates plant inventory purchases and logistics with wholesale plant growers.
- Enters all new inventory into POS, creates labels, and stocks new plants on time.
- Keeps the nursery organized by growth habit, sun requirements, and then by family.
- Maintains accurate signage, keeps the nursery weed-free, and manages rodent control.
- Coordinates and manages activities regarding plant sales/events: overseeing purchasing, inventorying, labeling, logistics, staffing, and collaborating with all departments needed for the event.
- Other duties as assigned

**Administrative**

- Accurate pricing, invoicing, and submitting monthly budgetary reports to the Director of Guest Services.
- Coordinates schedules, trains, and guides 25 volunteers in watering and plant advising.
- Other duties as assigned

**Qualifications**

Required:

- Three years' experience in a retail including managing POS systems, purchasing, inventory, stocking, and guest experience Working with vendors
- Collaborating with a team and open to coaching and direction
- Informative and engaging customer service
- Plant care expertise
- Passion for plants/horticulture and/or botany
- High school diploma or equivalent
- Proficient in Microsoft Office suite
- Must meet all physical requirements

Preferred:

- Academic knowledge or experience in horticulture/botany
- Experience working with volunteers
- Knowledge of Sonoran Desert
- Working knowledge of plant taxonomy
- Knowledge of the art, natural and cultural history of the Sonoran Desert region

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, pesticides, or other chemicals. The noise level in the work environment is usually moderate.

### **To Apply**

Submit a resume, a letter of interest, and 3 references to [humanresources@tohono-chul.org](mailto:humanresources@tohono-chul.org) Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled

