



AmeriCorps Project Conserve 2026 – 2027 Service Description



AmeriCorps Position Title: Native Plants Garden & Nursery Assistant
Host Site: Asheville Botanical Garden

Supervisor Name: Sarah Coury
Supervisor Title: Director of Horticulture
Supervisor E-mail: garden@ashevillebotanicalgarden.org

Physical Address: 151 WT Weaver Blvd Asheville NC 28804
Mailing Address (if different):

Phone: 828-252-5190
Fax:
Website: ashevillebotanicalgarden.org

Host Site Mission Statement:

The study & promotion of the native plants and habitats of the Southern Appalachian region.

Summary of Position:

The Native Plants Garden & Nursery Assistant's primary function will be working as part of a team with the Director of Horticulture and Horticulture Assistant to manage and enhance the native plant collection, habitats, and garden spaces at the Asheville Botanical Garden, a ten-acre public garden in the heart of Asheville. This position will consistently engage with diverse garden visitors and work alongside ABG's many volunteers.

Qualifications – Knowledge, Skills, and Abilities:

- Willingness and ability to perform hard physical labor in a busy public garden in all weather conditions, occasionally exposed to biting insects, poison ivy, thorny plants, uneven terrain, etc.
- Garden and/or conservation land management experience preferred.
- Native and invasive plant id skills preferred.
- Positive and friendly attitude when interacting with garden visitors and volunteers.
- Clear communication skills, both verbal and written.
- Proficient computer and organizational skills.
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

36-40 hours per week, Mon-Fri 9-5, occasional weekend hours, flexible schedule.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require one or two overnight stays.

Position Responsibilities and Duties:

CONSERVATION EDUCATION (10%)

- Assisting with Environmental Education programming such as moderating classes and workshops and talking with garden visitors about native plants and ecosystems.
- Assisting with education program registration and communications, as well as outreach to the broader, diverse community in and around Asheville (CB).

AT-RISK ECOSYSTEM IMPACTS & TRAILS (60%)

- Management of diverse Southern Appalachian native plant collection, native plant communities and ecosystems, public garden common spaces, and trails; creating new demonstration gardens and habitats.
- Native plant seed collection, propagation & care of nursery plants for increasing plant collection in gardens and sharing plants with the community (CB).

VOLUNTEER ENGAGEMENT (15%)

- Working with garden, education, and visitors center volunteers.
- Assist with volunteer records, communications & events (CB).

COMMUNITY RESILIENCE (15%)

- Helping to increase resiliency of the Asheville Botanical Garden's 10-acre native woodland and riparian ecosystems against adverse weather phenomena (among other disruptive geo-chemical events) by diversifying plant collections with better-adapted species, tree plantings, and controlling streambank erosion.
- Outreach to the many Asheville community gardens and green-spaces for free distribution of plant species native to the region.
- Assisting with plant records & research to quantify the ongoing survivorship of members of the native plant collection.

Essential Functions:

Essential functions are the fundamental job duties:

- *Meaning the position exists to perform the function;*
- *There is a limited number of employees among whom the performance of the function can be distributed;*
- *And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.*

Equipment / Software Used: Laptop, Microsoft Office

Physical Demands: Performing hard physical labor in all weather conditions and uneven terrain.

Transportation Needs: Reliable transportation to and from Asheville Botanical Garden required.

Setting/Location of Service Activities: Asheville Botanical Garden, an urban public garden next to the campus of UNCA, located at 151 WT Weaver Blvd, Asheville NC 28804

Other Considerations: Sometimes may work off-site partnering with other gardens or community groups.

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
- Conducting field-based monitoring, assessment, and management of conservation properties, public lands, and/or water quality monitoring sites.
- Other Essential Functions:
 - Creating and planting new garden spaces as part of a team.
 - Maintaining existing garden spaces and plant communities by editing, pruning, cutting back, digging out, raking, etc.
 - Manual invasive species removal.
 - Propagating and growing native plants through various methods and helping with daily care of nursery plants.
 - Maintaining common garden spaces through mowing, string trimming, raking, picking up litter.
 - Working with Botanical Garden volunteers individually and in groups.
 - Engaging with the public by answering questions, giving information, enforcing garden rules.
 - Writing and photography for social media and public outreach.
 - Assisting with membership and education programming as needed.
 - Assisting with events such as native plant fairs, membership & volunteer appreciation events, and garden tours.
 - Partnering with other local organizations to help procure and install native plants into the broader urban landscape (such as community gardens, schools, neighborhoods).