



COLLINGWOOD ARBORETUM GROUNDS PERSON Job Description 2026

SUMMARY

Main Jobs in the Arboretum under the Direction of the Collingwood Garden Club Arboretum Manager

- Watering the trees, shrubs and gardens (and sometimes hauling long heavy lengths of hose);
- Trimming grass and weeds around trees and benches after grass is cut;
- Planting and caring for flowers in the gardens in the Arboretum, so experience in horticulture or landscaping an asset;
- Making sure the Arboretum is welcoming to our visitors by picking up litter, cleaning the benches and dedication plaques and ensuring the area is a safe space for all;
- Working with Collingwood Garden Club volunteers and professional arborists in the Arboretum;
- Installing dedication plaques and posts;
- Letting the CGC Arboretum Manager and Town of Collingwood know if things are broken/vandalized or need fixing.

Terms of Employment

- This is a contract position with the Collingwood Horticultural Society/ Collingwood Garden Club
- Successful applicant must possess an up-to-date Vulnerable Sector Records Check
- This is a Part-time seasonal position - up to approximately 18 hours per week, from May 11 through October 2, with possibility for extension
- Salary commensurate with experience, up to \$24.00 per hour
- Successful candidate must provide own green patch work boots and gloves and advise CGC Arboretum Manager of additional safety and operational equipment needed
- Salary and expense reimbursement, monthly (but could be bi-weekly by prior agreement) by the Collingwood Garden Club Treasurer on presentation of hours worked and expense receipts.

How to apply:

Apply by emailing a covering letter with your resume before May 2, 2026 to collingwoodgardenclub2015@gmail.com Interviews will be arranged the following week.

We thank those that apply but will only advise those receiving an interview.

Detailed Job Description

Reporting to the Collingwood Garden Club, Arboretum Manager you will have primary responsibility for:

- Maintaining the Grounds, Vegetation and Dedicated structures of the Collingwood Arboretum during the normal Monday to Friday work week;
- Working in a safe and efficient manner adhering to Provincial Standards for Health and Safety at all times;
- Identifying and reporting issues of vandalism or matters requiring maintenance in the Arboretum on an as needed to the Garden Club Arboretum Manager and/or the Town of Collingwood and/or the Ontario Provincial Police as appropriate and for cordoning off areas that present hazards to life and limb;
- Working with volunteer members of the Collingwood Garden Club and the Town of Collingwood Parks Recreation and Culture staff in undertaking improvements to the beds and structures in the Collingwood Arboretum when required; and
- Acting as an Ambassador for the Collingwood Garden Club, the Collingwood Arboretum and the Town of Collingwood with members of the public enjoying the Arboretum or using the trails through the Collingwood Arboretum.

Job Requirements

- Must be a responsible, self-starter, able to work with minimal supervision.
- Good organizational, record-keeping and problem-solving skills;
- Ability to deal courteously and effectively with members of the public, volunteers from the Collingwood Garden Club, the Town of Collingwood and other professional subcontractors working in the Arboretum from time to time;
- Must be able to work at various temperatures and some inclement weather including rain, wind and dust;
- Must be able to undertake moderate physical effort including walking, climbing, standing, digging, shoveling and occasionally may be required to lift up to 22.7 kg./50 lbs;
- Possess an up-to-date Vulnerable Sector Records Check with results satisfactory to the Board of Directors of the Collingwood Garden Club;
- Holding a valid standard first aid and CPR/AED level “C” certificate an asset; and;
- Experience in garden and/or parks maintenance or landscape construction using power tools an asset;

Hours, Period of Employment and Salary

- Approximately May 11 to approximately October 2 – approximately 21 weeks with some possibility for minor extension;
- Up 18 hours per week from Monday to Friday but flexible, with potential up to 20 hours per week or weekend work for short periods during special events or emergencies.
- Salary commensurate with experience, up to \$24.00 per hour

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