



*Martin O'Malley, Governor*  
*Anthony G. Brown, Lt. Governor*  
*John R. Griffin, Secretary*  
*Eric Schwaab, Deputy Secretary*

**POSITION:** TAWES GARDEN OFFICE ASSISTANT  
Maryland Park Service – Helen Avalynne Tawes Garden  
SEASONAL CONTRACTUAL – NO BENEFITS

**SALARY:** \$10.00 /hour

**CLOSING DATE:** Open until filled

**Contract Period:** Ten months from date of hire

**BACKGROUND:** The Helen Avalynne Tawes Garden is a six - acre botanical garden located at the head quarters of the Department of Natural Resources in Annapolis Maryland. The gardens' mission is to promote, educate, and encourage the conservation and appreciation of native and cultivated gardening for the benefit of all. <http://www.dnr.maryland.gov/publiclands/tawesgarden.html>

**POSITION DUTIES:** The incumbent will assist with the operation of the Tawes Garden Gift shop and the daily operation of the Tawes Garden office. The Gift shop duties will include daily inventory tracking, monitoring merchandise levels in the shop, handling of monies, ordering merchandise and interacting with volunteer shopkeepers. The selected candidate will also be required to work shifts in the shop when necessary. Routine office duties will entail providing telephone coverage during regular business hours, program registration and collection of monies. Proof reading and distribution of newsletter as well as general garden publicity may also be required. The incumbent will assist with the orientation, training and retention of volunteers and organizing an annual volunteer recognition luncheon as well as perform other duties as assigned to include garden maintenance.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Education:** High school diploma or higher

**Experience:** Must have experience working in retail, handling monies and assisting customers. Experience working with a volunteer staff is helpful. Knowledge of general office operations and experience using basic equipment is necessary. Applicant must be flexible and willing to assist when and wherever the need arises.

**SELECTION PROCESS:** Applicants will be called to schedule an interview time based on the information provided on the application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education related to the essential functions of this position.

**TO APPLY:** Please submit a Maryland State Employee Application (MS-100) for this position to the address below. Applications may be submitted by mail, fax or hand carried.

**The Helen Avalynne Tawes Garden**  
580 Taylor Avenue E-3  
Annapolis MD, 21401  
Fax: 410 – 260- 8191  
Information may be obtained by calling 410 – 260- 8189  
Applications are available at [www.dbm.maryland.gov](http://www.dbm.maryland.gov) or [www.dnr.state.md.us](http://www.dnr.state.md.us)



Maryland Park Service • Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401  
410.260.8DNR or toll free 800-830-3974 • [www.dnr.md.gov](http://www.dnr.md.gov) • TTY users call via Maryland Relay

**The State of Maryland is an Equal Opportunity Employer**