

# LOOKING FOR A **PAID INTERN**

## **OVERVIEW**

Tom's Outdoor Living (Tom's) is seeking a motivated and enthusiastic intern to gain valuable hands-on experience in landscape management. This summer internship offers a unique opportunity for students pursuing degrees in horticulture, agronomy, nursery management, or related fields to gain practical experience while building relevant and valuable skills. The selected candidate will help tailor their program experience.

## **DATES**

[End of May] - [End of August]

Approximately 13 weeks based on academic calendar

## **WHEN & WHERE**

1321 W 41st St. Tulsa, OK. 74107

Housing: On-site at the the rock houseacademic calendar



# OBJECTIVES

- **Gain practical experience in various aspects of landscape management, including:**
  - Plant identification and care
  - Landscape installation and maintenance
  - Irrigation system design and maintenance
  - Soil and plant health assessment
  - Customer service and communication
  - Equipment operation and safety
  - Project planning and execution
- **Develop professional skills, including:**
  - Time management and organizational skills
  - Problem-solving and critical thinking
  - Teamwork and communication
  - Professionalism, cultivate industry connections and networking opportunities
- **Complete an independent project:**
  - Self-directed, related to academic or career interests, culminating in a final deliverable valuable to both the intern's portfolio and Tom's Outdoor Living.
  - Possible projects include:
    - Developing a business plan for landscaping service or similar.
    - Creating a journal documenting personal growth and knowledge.
    - Designing and implementing a greenhouse management plan.
    - Conducting research on a specific topic related to the green industry.

\*\*The specific project will be determined in consultation with the Director of Operations and affiliated managers.

# DAILY & WEEKLY RESPONSIBILITIES

- **Daily:**
  - Assist with daily landscape maintenance tasks as assigned.
  - Conduct property inspections for existing clients.
  - Assist with plant installation and maintenance.
  - Learn and operate basic landscaping equipment safely and effectively.
  - Assist with irrigation system checks and maintenance.
  - Assist with material handling and organization.
  - Document daily activities and observations.
- **Weekly:**
  - Attend team meetings and receive updates.
  - Report to the Lead Account Manager and Maintenance Manager on project progress and any issues encountered.
  - Coordinate with crew members on daily tasks.
  - Work on the independent project.
  - Participate in professional development activities (if applicable)

# QUALIFICATIONS

- **Required:**
  - Currently enrolled in a university pursuing a degree in horticulture, agronomy, nursery management, or a related field.
  - Strong interest in the landscape industry.
  - Excellent communication and interpersonal skills.
  - Ability to work independently and as part of a team.
  - Strong work ethic and a positive attitude.
  - **\*\*Must be 21 years or older with a valid driver's license.** Tom's cannot insure under 21. If an exceptional candidate is under 21 years old then caveats could be made.
- **Preferred:**
  - Prior experience in landscaping, mowing and maintenance, or a related field.
  - Knowledge of plant identification and care (highly desired)
  - Experience with basic landscaping equipment.
  - Proficiency in Microsoft Office Suite or Google services

# COMPENSATION & BENEFITS

- **Pay Rate:** \$15.00 per hour
- **Hours:** 40 hours per week
- **Housing:** On-site housing provided at the "Hort Hut" located at 41st Street and Highway 75.
- **Career Advancement:** Successful interns who demonstrate exceptional performance and a strong fit with the company culture will be strongly considered for full-time employment opportunities

# APPLICATION PROCESS

- **To Apply:**
  - Submit a resume and cover letter to [office@tomsoutdoorliving.com](mailto:office@tomsoutdoorliving.com) and [austin.job@tomsoutdoorliving.com](mailto:austin.job@tomsoutdoorliving.com)
  - Include a brief statement of interest outlining your career goals and why you are interested in this internship.
- **Application Deadline:** April 1st
- **Interviews:** will be conducted as needed by phone and then by face to face if needed

# WHY INTERN AT TOM'S

**This internship is a launchpad for your career. You will not only complete your academic requirements but also:**

- **Build a Professional Portfolio:** Gain significant, verifiable experience that directly applies to future job applications and enhances your value as a job seeker.
- **Receive Dedicated Mentorship:** Work directly with our Director of Operations and Lead Managers, receiving guidance that bridges the gap between academic theory and real-world landscape management.
- **Establish Industry Value:** Finish the program with a strong letter of recommendation and the immediate potential to transition into a full-time role within a growing, high-end outdoor living company.

**Austin Jobs (918)-808-1432**  
**[austin.job@tomsoutdoorliving.com](mailto:austin.job@tomsoutdoorliving.com)**