



Youth Education Specialist

Reports To: Director of Horticulture and Education

Status: Full Time

Classification: Non-Exempt

Approved/Revised Date: November 2019

Summary:

Waterfront Botanical Gardens' Youth Education Specialist is responsible for implementation of year-round programs for children ages 2–16. This position leads school program and summer camp development, schedules program series, selects and trains supporting education volunteer support, collaborates with regional non-profits, and oversees any youth-centered activities, events and tours at WBG and satellite Avish programming facility. The regular work schedule for this position is Tuesday–Saturday.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values
2. Supports and facilitates positive interaction with others by exhibiting: individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency.
6. Leads the instruction of children's programs, providing example and direction to volunteer, and part-time intern or WBG staff individuals. Develops and implements educational programming for groups of children, leads youth field trip tours in the botanical gardens or Avish site for all ages, and prepares all tour materials.

Essential Duties and Responsibilities:

- Hires, trains and supervises volunteers and/or part-time seasonal instructors to provide education programs at the botanical gardens and Avish location.
- Plans professional development workshops and program observations to improve horticulture and teaching skills for teachers and homeschool instructors in Kentucky and southern Indiana.
- Oversees the ongoing development and delivery of a standard core curriculum for instruction of mission-based, age-appropriate agriculture, gardening/horticulture, nature, history and art classes.

- Oversees and develops engaging, inquiry-based, ready-to-use lesson plans; manages visiting student behavior; and, creates a welcoming environment for children of all backgrounds and abilities.
- Develops and leads a summer camp and seasonal 'out-of-school' day camp program.
- Contributes to the design and development of the physical botanical garden facilities, as appropriate, to inform of educational needs, concerns and potentials.
- Selects, purchases, maintains and organizes youth programming tools, signage, and program materials.
- Assists, as needed, in internship or summer apprenticeship programs in horticulture developed for local youth.
- Plans and coordinates events (and activities) for participants' families, including program orientation, seasonal celebrations, open houses, and awards ceremonies.
- Collaborates with the Director of Horticulture and Education to track program budgets, plan outreach and program recruitment, develop marketing materials, evaluate programs, track program statistics, and create written reports.
- Represents the WBG Education Department to external visitors during program visits, donor recruitment events, public programs, and Garden-wide special events.
- Provides horticultural and educational support throughout the organization as needed.
- Assists in tours, as needed, for non-youth educational groups.
- Performs other related duties or special projects as directed.

Specific Skills:

Must be self-motivated and detail-oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and required to be proficient with Microsoft Office programs.

Supervisory Responsibilities:

Responsible for the supervision of WBG education volunteers and part-time instructors.

Qualifications:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

BA or BS degree in education, environmental education, history, agriculture, botany, biology, or closely related field required. Minimum of three years' experience as an educator, including direct experience working with children required. Familiarity with policies of JCPS and the Louisville Archdiocese as well as KY and IN science standards a plus. Experience in gardening or horticulture a plus, preferably with food and flowering plants.

Language Skills:

Ability to read, write, and converse in English. Ability to communicate effectively with different audiences. Excellent interpersonal, organizational, and leadership skills that will mesh with fellow staff and represent WBG in a favorable light.

Certificates, Licenses, Registrations:

Must have current driver's license and insurable driving record.

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 frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Ability to work outside and in greenhouses and gardens year-round is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary range is \$47,000 - \$52,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; and, flex spending account.

To apply please send resume and cover letter to info@waterfrontgardens.org.

Application deadline: December 31, 2019.