



Adult Education Coordinator

Reports To: Director of Horticulture and Education

Status: Full Time

Classification: Non-Exempt

Approved/Revised Date: February 2021

Summary: The Adult Education Coordinator will be an important team member in guiding the development and growth of lifelong learning opportunities of individuals aged 18 and older at Waterfront Botanical Gardens (WBG). This position will be an integral and motivating part of our dedicated team that strives to engage our community through high-quality educational short-course programs. WBG is supported by members and volunteers and aims to broaden its appeal to all demographics in the Louisville metro area, across Kentucky and southern Indiana counties. WBG strives to offer programs in the following areas: horticulture and gardening, botanical art and design, science and the environment, city and waterway history, health and wellness, distance/excursion tours and its Garden-to-Fork culinary series.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
2. Supports and facilitates positive interaction with others by demonstrating: 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. Effectively manages the adult education programs to support and have relevance to the WBG mission. Also acts a highly informed advocate of all WBG adult education programs, ensuring both students and instructors are welcome and receive high quality customer service.

Essential Duties and Responsibilities:

1. Coordinates the successful operation of all adult education programs based in the Graeser Family Education Center, Ellen T. Leslie Botanical Classrooms and at WBG's satellite living classroom spaces at The Avish. This includes virtual class formats.

2. In collaboration with other WBG education staff, designs new classes, workshops or student experiences reflective of the WBG mission, and keeping abreast of latest trends in adult education at botanical gardens and museums.
3. Oversees the scouting, guidance, contract developments, support and clear communication to short-course instructors.
4. Coordinates booking of classroom spaces and has appropriate necessary equipment and course materials on hand as needed. This includes any logistics for offsite classes or excursion tours.
5. Observes, attends and ensures adult education programs are running smoothly. Acts as a professional liaison between WBG and all adult students and instructors.
6. Cancels and reschedules classes as needed, including ensuring social media and webpage information remains current and students are contacted by both phone and email. This includes communicating with student registrants.
7. Contributes to the creations of the annual education department budget regarding supplies and other expenses, and works collaboratively to monitor, report, evaluate and improve programs on financial and overall quality levels.
8. Maintains an effective registration, evaluation and final report system for adult education.
9. Ensures the promotion of all WBG adult education offerings through print and virtual platforms.
10. Drafts professional and well-written course descriptions for various modes of publicity.
11. Fully participates in the daily activities of the Gardens by attending staff and team meetings.

Specific Skills:

Must be self-motivated and detail oriented. Requires excellent computer, organization, time 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 and virtual collaboration or video apps.

Supervisory Responsibilities:

Responsible for occasional volunteers.

Qualifications:

To perform this job successfully, an 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:

Minimum of a Bachelor's degree and at least 2 years of experience coordinating or managing an adult or continuing education program at a non-profit or governmental organization. Experience teaching programs, leading tours and/or public speaking required. Experience at a botanical garden preferred. Experience in curriculum and/or program development for multi-generational audiences preferred. Experience working with and/or training volunteers preferred. Bilingual or multilingual highly desirable.

Language Skills:

Ability to read, write, and converse in English. Fluency in Spanish desirable. Ability to speak knowledgeably with instructors, students, and Gardens visitors. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple contracts, thank you letters, course descriptions, basic marketing materials. Ability to effectively present information in one-on-one, small and large group situations to staff, adult groups.

Certificates, Licenses, Registrations:

Must have current driver's license. Maintains insurability under WBG auto insurance policy.

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, balance and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 30 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 occasional evenings or on weekends as needed to have effective oversight of all adult education programs. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply:

Salary range is \$42,000 - \$52,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; Employee Assistance Program; 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: March 15, 2021