

Youth Education Associate Instructor (Seasonal)

Reports To: Youth Education Manager

Status: Seasonal (10 weeks/40 hours week)

Classification: Non-Exempt

Wage: \$17/hour

Dates of Employment: May 23 – July 29, 2022

Number of positions available: Two (2)

Summary:

The seasonal Youth Education Associate Instructor will be responsible for the organization and delivery of content for Waterfront Botanical Gardens' Sprouts Summer Camps and partnership camp programs. This role will also assist the Youth Education Manager in the delivery of other family programs and tours during the summer. There are no benefits associated with this seasonal role. Payroll is made via direct deposit on a biweekly basis.

Duties and Responsibilities:

- Represent Waterfront Botanical Gardens' mission and programs in a positive, constructive, and effective manner in speech and dress.
- Demonstrate enthusiasm and a positive attitude for teaching.
- Ensure integrity of plant collection and garden beds are respected during camps.
- Teach camp lesson plans and activities for Sprouts Summer Camps.
- Work cooperatively with Waterfront Botanical Gardens' volunteers & staff.
- Provide safe supervision of campers while complying with the safety policies, practices, procedures and dress code of WBG.
- Effectively monitor camper behavior and provide guidance to keep them on task and behaving properly.
- Interact with parents and guardians of campers in a professional, courteous, and responsive way.
- Set up & break down tables & chairs as needed daily.
- Assist in the daily clean-up & disinfecting of materials and supplies.

Specific Skills: Candidate should be patient and empathetic to children regarding their unique skills and capabilities. They should also be a strong public speaker with the ability to creatively engage & excite children about the natural world. This position requires a basic knowledge of biological science/botany-related topics. Strong candidates will be adaptable, improvisational, and able to think quickly on their feet.

Education & Qualifications:

Candidate must be at least 18 years of age and have completed at least one year of college. Some experience teaching/leading children in a formal or informal setting is required (school, daycare, day camp, cultural attraction, etc.). Previous experience as a summer camp

counselor or instructor is preferred. Must be willing to become certified in First Aid & CPR (training session provided).

Schedule & Availability:

This is a seasonal position that lasts 10 weeks starting on Monday, May 23, 2022 and ending on Friday, July 29, 2022. Must be available to work 8-hour daily shifts Monday-Friday for the duration of this camp season. It is expected the candidate(s) are fully available the duration of the summer camp season without leave for personal vacations. July 4 is a holiday.

Language Skills:

Ability to read, write, and converse in English, secondary language is desirable. Ability to speak knowledgeably with volunteers, campers, and staff. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to confidently teach in front of small and large groups of learners. Must use language that is polite and professional at all times while on the clock.

Physical Demands:

This position requires stamina and the ability to participate in outdoor programs in various (sometimes extreme) weather conditions. Day-to-day activities will include standing for extended periods, kneeling, bending, and walking on paved or uneven terrain. Some light lifting may be required. Adherence to current Covid-19 protocols (if any) including mask wearing, social distancing and frequent hand washing is required.

To Apply:

Submit a cover letter and resume and a list of three references via email to: humanresources@waterfrontgardens.org Please write "Youth Ed Instructor" in the email subject line.

Deadline: Monday, April 18, 2022