Waterfront Botanical Gardens
2025 Seasonal Youth Programs Instructor

Reports To: Director of Education
Status: Seasonal (10 weeks; 40 hours per week)
Classification: Non-Exempt
Dates of Employment: June-August 2025
Pay: $16.75/hr

Summary
The Seasonal Youth Programs Instructor is responsible for the organization and delivery of content for Waterfront Botanical Gardens' Sprouts Summer Camp programs. This role will also assist the Youth Education Manager in facilitation of Cultural Pass days and other family programs and tours as needed during the summer.

Duties and Responsibilities

- Represent Waterfront Botanical Gardens' mission and programs in a positive, constructive, and effective manner, including adhering to dress code.
- Demonstrate enthusiasm, respect, a positive attitude for teaching and towards children.
- Teach camp lesson plans and activities for Sprouts Summer Camps.
- Work cooperatively with Waterfront Botanical Gardens' volunteers and staff.
- Provide safe supervision of campers while complying with the safety policies, practices, and procedures of WBG in a learning setting and if on a school bus.
- 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.
- Facilitate Cultural Pass programming and visitor reception.
- Set up and break down tables, chairs, and activity equipment as needed in classroom or outdoor learning spaces/tents.
- Assist in the daily clean-up and disinfecting of materials and supplies.
- Specific Skills Candidates 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 and excite children about the natural world. This position requires a basic knowledge and interest in biology and botany. Strong candidates will be adaptable, improvisational, and able to think quickly on their feet.

Education & Qualifications:

- Candidates 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 is preferred.
- Applicants must be willing to attend First Aid and CPR training (online module and in-person class provided).

Schedule & Availability:

This is a seasonal position that lasts 10 weeks beginning June 2025 and ending August 2025. Candidates must be available to work 8-hour shifts Monday- Friday for the duration of the entire camp season. Unpaid holidays of Memorial Day and Independence Day are honored. Candidates must also pass Red Cross First Aid and CPR training certification paid for by WBG in May prior to the start of youth summer camps.

Language Skills:

Candidates must be able to read, write, and converse in English and speak knowledgeably with volunteers, campers, and staff. The ability to read, write and comprehend simple instructions, short correspondences, and memos is a must. Applicants must have the ability to confidently teach in front of small and large groups of learners while using language that is grammatically correct, polite and professional at all times.

Physical Demands:

This position requires stamina and the ability to participate in outdoor programs in various (typically extreme heat and humid) 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.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified. This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.

Application Deadline: June 16th 2025
Interested applicants should submit their resume to

Haley Justice
Senior Manager, Human Resources
at hjustice@waterfrontgardens.org

Waterfront Botanical Gardens is a 501(c)(3) nonprofit organization, Federal Tax ID 61-1297238.

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