



Greater Des Moines
Botanical Garden

Job Description: Program Specialist: Youth Education Instructor

Reports to: Youth Education Coordinator
Status: Non-Exempt
Schedule: Full-time, Seasonal, Monday through Friday, May 28 to August 23, with occasional weekend and evening hours.

Revision Date: December 2018

Position Summary

Organize and lead day-to-day activities of the Botanical Garden Summer Camp Program with support from the education team as well as assisting the Youth Education Coordinator to deliver other education programs and tours during the summer.

Primary Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Work in collaboration with the Youth Education Coordinator to develop camp curriculum and lesson plans
- Lead and teach camp lesson plans and activities for each of the Botanical Garden summer camp weeks
- Oversee teen volunteer camp assistants
- Provide primary responsibility for the supervision and safety of campers during designated camp weeks
- Comply with all safety policies, practices, and procedures of the Botanical Garden
- Establish a positive relationship with all program participants through being a role-model for campers
- Greet and engage with families and campers to provide meaningful and positive experiences
- Effectively monitor camper behavior and demonstrate ability to use appropriate decision-making skills, and ability to work with youth of different ages and skill levels
- Responsible for maintaining summer camp program spaces, set-up, storage, and inventory of supplies and materials
- Demonstrate enthusiasm for teaching and a warm, friendly personality with the ability to communicate effectively with program participants, staff, volunteers, and the general public
- Support and assist the Youth Education Coordinator in the development and delivery of other youth education programming, such as guided and unguided field trip programming
- Support the education team in other program areas and special events as needed under the Education Department

Success Factors

In conjunction with position-related skills, the successful candidate will become an integral member of the Botanical Garden team with these criteria:

- Collaborate with Botanical Garden team members in order to achieve successful outcomes for education programming with respect to utilizing space, marketing, plant collections, and other shared resources
- Serve as part of a cross-departmental team that delivers a superior guest experience, drives membership, and promotes the Botanical Garden mission and offerings at special events and outreach opportunities
- Develop, maintain, and promote positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the general public in order to achieve departmental and organizational goals

- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

Education and Experience

- Bachelor's degree or in pursuit of a degree in science education, botany, biology, horticulture, or related field of study is preferred
- Experience in curriculum and/or program development for multigenerational audiences
- Minimum one year experience working with youth
- Experience teaching and delivering programs, public tours, and/or public speaking required
- Bi-lingual or multilingual desirable

Knowledge, Skills and Abilities

- High level of organization, flexibility and ability to handle situations in a professional manner
- Comfortable engaging and working with children
- Knowledge of child development and different learning styles
- Ability to interact in an appropriate and professional manner with the general public, staff and volunteers
- Knowledge of rudimentary plant science, gardening, horticulture, and the natural world

Licenses and Certifications

- Must possess a valid Driver's License
- Current CPR, First Aid and AED certification

Work Environment and Physical Demands

The work environment characteristics and physical demands 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.

- Continuous communication and/or interaction with staff, volunteers, visitors and management
- Occasional evening, weekend and/or holiday work may be required to deliver programs or to provide staff support to events
- Occasional bending, stooping, reaching, crouching or light lifting (up to 50 lbs)
- Prolonged periods of standing, walking or delivering programs in varying environmental conditions
- Requires good hand-eye coordination, arm, hand and finger dexterity including the ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information

About the Organization

The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Our team at the Botanical Garden takes pride in our core values and are dedicated to demonstrating them in our daily work.

Teamwork – We achieve together what we cannot achieve alone.

Trust – We are confident in each other’s integrity, strength and ability.

Creativity – We embrace the spirit of innovation to find a better way.

Excellence – We expect and deliver a superior experience that exceeds expectations.

Position Application

Qualified candidates should submit a cover letter, application, three references and a resume to bghr@dmbotanicalgarden.com. Applications will be accepted until March 1, 2019. Only electronic applications are accepted. No paper applications will be considered.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Greater Des Moines Botanical Garden reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Greater Des Moines Botanical Garden. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and Greater Des Moines Botanical Garden has a similar right.

Employee’s Signature

Date

Supervisor

Date

Greater Des Moines Botanical Garden is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Greater Des Moines Botanical Garden will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.