



Greater Des Moines  
**Botanical Garden**

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**Job Description: Adult Education Coordinator**

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**Reports to:** Assistant Director of Education  
**Status:** Non-Exempt  
**Schedule:** Full-time, Monday-Friday, with frequent weekend, evening and occasional holiday hours. Scheduling will be based upon Botanical Garden events and education team needs.  
**Revision Date:** February 2019

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**Position Summary**

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This full-time education position is primarily responsible for adult education classes, workshops and lectures at the Botanical Garden. Daily responsibilities include planning, leading and organizing classes, utilizing volunteers and building community partnerships. The ideal candidate will have a strong foundation in horticulture and plant sciences with experience in education and a passion for details.

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**Primary Responsibilities**

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

- Develop and oversee four seasons of diverse education programming for adult audiences, including but not limited to lectures, hands-on workshops, series classes and certificate programs
- Regularly lead classes consistent with current and emergent pedagogical methods, evaluation processes and horticulture trends
- Collaborate with the Director of Horticulture and Education and the Assistant Director of Education to produce the Annual Symposium
- Recruit and manage contracted or volunteer educators to provide diverse program offerings each season
- Use attention to detail in daily correspondence, scheduling and content development for programs
- Procure program materials and resources as well as maintain program spaces, set-up, storage and inventory of supplies and materials
- Maintain attendance, budget and contact databases for up-to-date reporting and evaluation of programs
- Collaborate with other cultural institutions or seek out and foster community partners to create new educational opportunities for adult learners
- In partnership with the Youth Education Coordinator, support and assist in the development and delivery of multi-generational programming including Saturday Drop-ins and Family Workshop offerings

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**Success Factors**

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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**

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

### **Education and Experience**

- Bachelor degree in botany, biology, horticulture, agriculture/environmental education or related field is required
- Experience in curriculum and/or program development for multigenerational audiences
- Experience teaching programs, tours and/or public speaking required
- Experience working with and/or training volunteers and docents preferred
- Bilingual or multilingual highly desirable

### **Knowledge, Skills and Abilities**

- Working knowledge of plant systematics and nomenclature
- Excellent communication skills, both written and verbal
- Comfortable engaging new audiences and working with multigenerational learners
- Knowledge of different learning styles and education techniques
- 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
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team
- Ability to read and write reports, business correspondence and procedural manuals

### **Licenses and Certifications**

- Must possess a valid State of Iowa Driver's License (or obtain within 1 month)
- Maintains insurability under the company auto liability policy

## **Work Environment and Physical Demands**

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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**

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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**

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Qualified candidates should submit a cover letter, application, three references and a resume to [bghr@dmbotanicalgarden.com](mailto:bghr@dmbotanicalgarden.com). Review of applications will begin immediately and remain open until the candidate is hired. Only electronic applications are accepted. No paper applications will be considered.