



Greater Des Moines  
**Botanical Garden**

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## **Program Specialist: Summer Education Instructor**

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**Reports to:** Youth Education Coordinator  
**Status:** Non-exempt  
**Schedule:** Full-time, seasonal, Monday through Friday,  
Flexible start date between May 24-June 7 to August 20  
**Revision Date:** April 2021

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### **Position Summary**

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The Summer Education Instructor will organize and lead day-to-day activities of the Botanical Garden Summer Camp Program with support from the education team, as well as assist the Youth Education Coordinator to deliver other education programs and tours during the summer.

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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.

- 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
- Maintain summer camp program spaces, set-up, storage and inventory of supplies and materials
- Demonstrate enthusiasm and a positive attitude for teaching
- Communicate effectively and respectfully 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 trips
- Support the education team in other program areas and special events as needed under the Education Department

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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'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 multi-age audiences
- Minimum one year experience working with youth
- Experience teaching and delivering programs, public tours, and/or public speaking
- Bilingual 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 youth of different ages
- Knowledge of youth 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
- Ability to work and lead groups of youth independently

### **Licenses and Certifications**

- Must possess a valid driver's license
- Current CPR, First Aid and AED certification

## **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.

### **Greater Des Moines Botanical Garden Compact of Excellence**

In order to do our best work and have a supportive work environment, the Greater Des Moines Botanical Garden team members agrees to:

TEAMWORK – We are committed to showing up as our best selves, with empathy, gratitude and respect for fellow teammates and their ideas.

COMMUNICATION – We communicate with integrity by being transparent and honest, while listening to understand.

EXPECT THE BEST – We expect and deliver the best by capitalizing on the strengths of our team members to have a positive work environment and experience for our clients.

ACCOUNTABILITY – We hold ourselves and one another accountable to the mission of the Greater Des Moines Botanical Garden and the Compact of Excellence.

### **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). Applications will be accepted until May 15, 2021 or until filled.