



Program Specialist - Summer Education Instructor

Reports to: Education Coordinator
Status: Non-Exempt
Schedule: Full-time, Seasonal, Monday through Friday, May 31 to August 19, 2022
Flexible start and end date
Revision Date: November 2021

Position Summary

The Summer Education Instructor organizes and leads day-to-day activities of the Botanical Garden Summer Camp Program with support from the education team. This position also assists the education team in delivering youth tours and other education programs during the summer. There will be a total of two Summer Education Instructors.

Primary Responsibilities

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

- Lead and teach camp activities and lessons for 6 weeks of summer camp at the Botanical Garden.
- Oversee teen volunteer camp assistants.
- Take primary responsibility for the supervision and safety of campers during camp weeks.
- Comply with all safety policies and procedures of the Botanical Garden.
- Establish a positive relationship with all program participants and serve as a role-model for campers.
- Work in collaboration with the education team to develop camp curriculum and lesson plans.
- Greet and engage with families and campers to provide meaningful and positive experiences.
- Effectively monitor camper behavior and demonstrate the ability to use appropriate decision-making skills.
- Demonstrate the 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 education team 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.

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.
- Minimum one year experience working with youth.
- Experience teaching and delivering programs, public tours, and/or public speaking.
- Experience in curriculum and/or program development for multi-age audiences is preferred.
- Bilingual or multilingual desirable.

Knowledge, Skills, and Abilities

- High level of organization, time management, flexibility and ability to handle situations in a professional manner.
- Comfortable engaging and working with youth of different ages.
- Ability to communicate effectively and work as part of a team.
- Knowledge of youth development, different learning styles, and behavior management.
- 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 lead groups of youth and work independently.

Licenses and Certifications

- Must possess a valid Driver's License.
- Must possess current CPR, First Aid and AED certification, or be willing to obtain.

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 17-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

Qualified candidates should submit a cover letter, application, three references and a resume to bghr@dmbotanicalgarden.com. Applications will be accepted until February 7, 2022, or until the positions are filled.