



Program Developer Children's Education

Manager:	Children's Education Manager		
Department:	Children's Education	Job Category:	Category 1
Location:	Henrico, VA	Travel Required:	No
Level/Salary Range:		Exempt/Non-exempt:	Non-exempt
Contact:	Kelly Riley kellyr@lewisginter.org	Position Type:	Full time (37.5 hrs/wk)
Date Posted:	December 4, 2017	Posting Expires:	Until Filled

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. After 33 years of rapid growth, the Garden now encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2016 we welcomed, taught, energized, and engaged over 450,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 900 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and completed our new master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,700 member households to live into the Garden's mission to connect people through plants to improve communities.

We accomplish our mission through a broad variety of mission related activities and auxiliary business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve

Job Description

This teaching position aids in the fulfillment of the Garden's education mission by designing and implementing innovative programs for all ages and visitor type; is a member of the teaching team that presents nature-based programs to learners of all ages; and provides in-service training opportunities for educators, staff and volunteers on developmentally appropriate strategies for working with children.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
804.262.9887
lewisginter.org

Responsibilities

- Embraces the Garden's educational mission and commitment to excellence in guest services.
- As resident expert in environmental education, this position develops and implements programs for all ages and visitor types, which includes curriculum development as allocated by the children's education manager for pre-school, primary and secondary school groups, including summer camp programs, family programs, special interest programming (such as after school programs, home-school and scout programs), professional development for teachers and developmentally appropriate programs that relate to permanent and changing exhibits.
- Recruits, cross-trains, supervises and coaches part-time Children's Educators, contractual staff, volunteers, and interns to prepare them for teaching programs. Staffing levels are based on programmatic requirements.
- Monitors and evaluates the teaching methods of the Children's Educators in all program areas. Offers ongoing support and constructive guidance related to interactive, hands-on instructional approaches.
- Monitors the income and expenses for all group programs, emphasizing fulfillment of financial objectives for earned income related to children's educational programming.
- Supports the fulfillment of grant-funded programs through efficient allocation of staff and program resources; monitors the budget and provides evaluative data for grant reports.
- Serves as a key liaison between LGBG and the education community; stays informed of education trends, standards, and local/state initiatives; expands community awareness of LGBG educational resources.
- Aids in assessing the horticulture and maintenance needs of the Children's Garden as they relate to instruction and programming to support all programs; assists with horticultural maintenance within the Children's Garden as needed.
- Assists in the daily operations, including logistics, scheduling staff and volunteers and registration practices of all group programs.
- Works with Education staff and volunteers in preparing for and presenting programs; ensures that all necessary supplies are in stock for all programs.
- Offers input and support on departmental policies and procedures and pre-visit and post-visit information as they relate to all programs.
- Develops marketing and promotional materials related to all programs, including promotional copy and program descriptions for schools, community organizations, and special interest groups.
- Aids in the development of marketing and promotional materials related to the Children's Education.
- Develops and updates content for the Children's Education website page, internal and external Garden communications, including social media.
- Ensures that guests' fundamental needs for safety, security and comfort are met at all times in the Garden.
- Other duties as assigned, including Children's Education team projects, special events, and horticultural maintenance.

Skills and Abilities

- A passion for engaging all ages in authentic learning experiences in an outdoor environment in all seasons.
- Demonstrated knowledge of formal and informal education principles and developmentally appropriate practices in nature-based education.
- Demonstrated understanding of the design and delivery of high-quality, interactive educational programming for children and adults.
- Prior experience and skill developing and presenting nature-based workshops for educators that support outdoor learning.
- Intermediate experience with Microsoft Office Word, Excel and PowerPoint, and database management.
- Excellent organizational skills, ability to manage goals and productivity; a strong team orientation with flexible attitude; an innovative, creative thinker.
- Energetic, personable, and self-motivated with an ability to communicate effectively with people at all levels.
- Must be willing and able to work some predictable nights and weekends.

- Must be willing and able to successfully complete American Red Cross First Aid and CPR certification training.

Education and Experience

- Bachelor's degree in education, horticulture, environmental sciences, botany, biology, agriculture, or related field
- Other combinations of education/experience appropriate to the job will be considered.
- Prior experience in a botanical garden or museum setting is preferred.
- Experience with Microsoft Creative Suite software.

Each Employee of Lewis Ginter

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must conduct him/herself and perform all duties in a manner consistent with a public garden serving multigenerational families, and in accordance with directed practices and procedures o Must be aware of surroundings, and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property and ensures all concerns are reported promptly
- Must report all mishaps, injuries and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

Physical Demands/Working Conditions

- Must be able to walk the Garden's Campus in most weather conditions daily
- Must be able to lift objects up to 25lbs repeatedly

Note: Duties described above, other duties and physical demands have been identified as essential.

Please submit cover letter and resume to Kelly Riley, Children's Education Manager at kellyr@lewisginter.org