



Children's Educator

Children's Education

Manager:	Children's Education Manager		
Department:	Children's Education	Job Category:	Category 3
Location:	Henrico, VA	Travel Required:	No
Level/Salary Range:		Exempt/Non-exempt:	Non-exempt
Contact:	Kelly Riley kellyr@lewisginter.org	Position Type:	PT
Date Posted:	December 11, 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 part-time seasonal teaching position aids in the fulfillment of the Garden's education mission by assisting in the development, administration and implementation of innovative programs for all visitors; is a member of the teaching team that presents nature-based programs to learners of all ages; and assists with the daily operations of the Children's Garden as scheduled.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
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lewisginter.org

Responsibilities

- Embraces the Garden's educational mission and commitment to excellence in guest services.
- Assists with development, teaching, maintaining supplies, set-up and breakdown for:
 - Pre-school, primary and secondary field trips
 - Summer camps (ages 4-12)
 - Special interest programming (after-school, homeschool and scout programs)
 - Birthday parties
 - Family programs in the Children's Garden and/or related to temporary exhibits such as ButterfliesLIVE! and Origami in the Garden
 - Service Learning Program (ages 13-18)
 - Professional Development for Educators
- Assist with group arrival and daily orientation
- Aids with daily operations and serves as manager on duty for the Children's Garden as scheduled.
- Must be familiar with Garden campus and daily event schedule
- Works closely with other Children's Garden staff, youth volunteers and adult volunteers to prepare and present programs.
- Offers input and support on departmental policies and procedures and pre-visit and post-visit information as they relate to all programs.
- Ensures that guest's fundamental needs for safety, security and comfort are met at all times in the Children's Garden.
- Other duties as assigned, including Children's Garden team projects, special events, and horticultural maintenance.

Skills and Abilities

- Demonstrated knowledge of formal and informal education principles and developmentally appropriate practices for children of all ages.
- Prior experience teaching children of all ages.
- Demonstrated understanding of the delivery of high-quality, interactive educational programming for children and adults.
- Excellent organizational skills, ability to manage goals and productivity.
- Energetic, personable, and self-motivated.
- Ability to communicate effectively with people at all levels.
- Embodies strong team orientation with flexible attitude; an innovative and creative thinker.
- Beginner to intermediate experience with Microsoft Outlook, Word, Excel and PowerPoint.
- Must be willing and able to work predictable nights and weekends.
- Must be willing and able to successfully complete American Red Cross First Aid, CPR, and Anaphylaxis/Epinephrine training.

Education and Experience

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

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 perform all duties in a manner consistent with a public garden serving multigenerational families, and in accordance with directed practices and procedures
- 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, resume and completed Lewis Ginter Job Application to kellyr@lewisginter.org