

YOUTH AND FAMILY ENGAGEMENT MANAGER

EDUCATION & EXHIBITIONS



Direct Supervisor:	Director of Education & Exhibitions		
Department:	Education & Exhibitions	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt:	Exempt
Contact:	hr@lewisginter.org	Position Type:	FT
Date Posted:	July 2, 2021	Posting Expires:	Until Filled

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a nonprofit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden 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. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public

**LEWIS
GINTER
BOTANICAL
GARDEN**

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Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

The Youth and Family Engagement Manager is actively engaged with the community in advancing the Garden's mission through the development and implementation of effective nature-based learning experiences, fostering a sense of wonder, curiosity, and interest in the natural world.

The Youth and Family Engagement Manager is responsible for the daily operations of the Children's Garden and leads a team of full-time and part-time staff, volunteers, and interns who support the development and implementation of dynamic programming, horticultural planning and maintenance, and interpretation.

This individual is responsible for the vision, development, implementation, oversight and evaluation of K-12 programs, public programs, work-based learning initiatives, community partnerships, and outreach. Embedded in each of these initiatives is support for individuals of all backgrounds and abilities, grounded in principles of diversity, equity, and inclusion.

Responsibilities

- Oversees the development, implementation, and coordination of experiential, immersive learning opportunities throughout the Garden and in the community. This includes but is not limited to:
 - Pre-K-12 programs (field trips, out of school time, educator professional development, scouts, camps, outreach, and virtual learning).
 - Public programs (drop-in programs, family workshops, and seasonal special events).
 - Work-based learning opportunities (internships, vocational programs, youth volunteer programs, and career exploration for youth ages 13-18).
 - Programming related to seasonal exhibitions and annual themes, developed through an integrated planning process with the Education and Exhibitions team.
- Recruits, hires, trains, evaluates, mentors, and coaches the youth and family engagement team, including paid staff, contract instructors, volunteers, and interns.
 - Builds a team of youth and adult volunteers to assist with daily operations, provide programming support, and serve as ambassadors in the Garden and in the community.
 - Conducts annual performance appraisals for team members, focused on forward-thinking planning and supporting the growth and development of staff.
- Develops and strengthens community partnerships to build and expand learning opportunities and garden accessibility.
 - Grows relationships with school systems, cultural non-profits, and community-based organizations to identify and support the needs of youth and families.
 - Stays informed of environmental education and experiential learning trends and opportunities.
- In collaboration with the Director of Education & Exhibitions, establishes annual and long-range goals and objectives, develops evaluation tools, and tracks measurable outcomes.
 - Develops and monitors annual budget for all youth and family programs and infrastructure, including horticulture and maintenance of the Children's Garden.
 - Works closely with the Advancement team to develop, implement, evaluate, and report on grant and sponsorship proposals and projects.
 - Monitors short- and long-term progress toward fulfillment of the operational objectives for youth and family programs, as set forth in the Garden's Strategic Plan.
- Coordinates the daily operations of the Children's Garden.
 - Supports Horticulture Department with maintenance and aesthetics of the outdoor classrooms.

- Works closely with the Director of Facilities to evaluate and monitor upkeep and maintenance of buildings and infrastructure.
- Oversees development of virtual youth and family programs and relevant web presence; coordinates with the Marketing and PR team to identify and support program promotional opportunities.
- Performs other duties as assigned.

Skills and Abilities

- Strong leadership skills, including expertise in effectively supervising, mentoring, motivating and managing employees.
- The ability to foster empathy amongst colleagues and guests while working effectively and respectfully with people of diverse cultures, ages, and economic backgrounds.
- Demonstrated skill in designing and implementing innovative, developmentally appropriate programs for K-12 learners and family/youth audiences, with expertise in facilitating engaging educational experiences.
- Excellent organizational, administrative, and creative-thinking skills, with a proven ability to balance the vision and mission of an institution with great attention to detail; ability to prioritize work and meet deadlines while juggling multiple tasks and projects, planning months in advance while responding to day-to-day demands.
- Excellent verbal and written communication skills.
- A demonstrated positive approach to problem solving and collaborating with others.
- Technical proficiency with computers, databases, Microsoft software programs, and social media platforms.
- Flexibility to work weekend, evening and holiday hours, as needed.

Each employee of Lewis Ginter Botanical Garden

- 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 and multicultural individuals, families in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.
- Must report all injuries and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- The Children's Education Manager is provided an indoor computer work station.
- Ability to carry up to 30 lbs.
- Ability to work outdoors in all weather conditions.
- Comfortable working in immediate proximity to general public in a safe and friendly manner.
- The position requires familiarity with all public areas of the 82-acre Garden property.
- *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act*

Education and Experience

Required

- Bachelor's degree in education, environmental education, or related field; An equivalent combination of skills, education and experience may be considered.
- Minimum 3 years' supervisory experience; demonstrated ability to provide staff/volunteer support, coaching and development, and conflict resolution.
- Demonstrated experience in reaching, welcoming, and including underserved audiences in programming and outreach efforts.
- Must have or be able to obtain and maintain CPR and First Aid certification.

Preferred

- Prior experience in a botanical garden, museum, or cultural non-profit preferred
- Proficiency in conversational Spanish desirable.
- Minimum 5 years' supervisory experience; demonstrated ability to provide staff/volunteer support, coaching and development, and conflict resolution