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 educational 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 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 Butterfly Educator is the primary staff presence in the seasonal Butterflies LIVE! exhibit, responsible for facilitating an excellent interactive visitor experience. Using live plant material, educational props, and native and tropical butterflies, Butterfly Educators engage guests with topics such as lifecycles, habitat, adaptations, and the importance of pollinators. This position assists Senior Butterfly Curators with volunteer supervision, butterfly care and release, and general exhibit upkeep as needed.

**Responsibilities**

- Warmly welcomes visitors of all ages and abilities while reviewing “butterfly etiquette” with school groups, camps, and general Garden visitors
- Leads interpretive efforts within the exhibition, which includes preparing and presenting informal programs, engaging guests with one-on-one conversation, and connecting guests with more information
- Assists with training and daily supervision of volunteers working in the exhibit and the entry/exit vestibule
- Assists the Senior Butterfly Curators with managing the daily operations of the Butterflies LIVE! exhibit and the emergence room. This includes, but is not limited to: tracking emergence data on an electronic spreadsheet; preparing, cleaning, and maintaining pupae enclosures; daily cleaning of the emergence room and exhibit space; releasing butterflies into the exhibit; preparing and maintaining nectar stations
- Ensures compliance with USDA permit and follows approved standard operating procedures on a daily basis
- Ensures that all necessary supplies are in stock for all programs

**Skills and Abilities**

- Demonstrated knowledge of informal education, natural sciences, environmental science, museum studies, and/or the natural world
- Communicates effectively with people of all ages, abilities, and backgrounds
- Models positive and respectful interactions with plants, animals, and people
- Comfortable with handling insects, including dispatching specimens that may be injured or diseased
- Reliable, responsible, and self-motivated with excellent time management skills; able to work varying hours including weekends and holidays
- Well-organized and detail-oriented, able to work independently as well as in a team environment
- Working knowledge of computers and basic Microsoft Office Suite skills

**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**

- Must be able to lift 50 pounds intermittently
- Must be able to work in seasonal extremes, including high temperature and high humidity
- Must be able to bend, squat, kneel, stand and walk for extended periods of time
Note: Duties described above, other duties, and physical demands have been identified as essential.

**Education and Experience**
- Student or graduate in education, environmental science, botany, entomology, horticulture, biology, museum studies, or related field
- Demonstrated ability to develop and work with co-workers and volunteers
- Experience as an educator, preferably in informal learning environments
- Other combinations of education/experience appropriate to the job will be considered

Please submit a cover letter, resume to hr@lewisginter.org