

# SEASONAL EDUCATOR EDUCATION & EXHIBITIONS



|                            |  |                           |                    |
|----------------------------|--|---------------------------|--------------------|
| <b>Direct Supervisor:</b>  | Youth and Family Engagement Manager                        |                           |                    |
| <b>Department:</b>         | Education & Exhibitions                                    | <b>Job Category:</b>      | Category 3         |
| <b>Location:</b>           | Richmond, VA   | <b>Travel Required:</b>   | No                 |
| <b>Level/Salary Range:</b> | \$15/hr  | <b>Exempt/Non-exempt:</b> | Non-Exempt         |
| <b>Contact:</b>            | <a href="mailto:hr@lewisginter.org">hr@lewisginter.org</a> | <b>Position Type:</b>     | Seasonal/Temporary |
| <b>Date Posted:</b>        | 3/15/2022  | <b>Posting Expires:</b>   |                    |

## **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 Seasonal Educator aids in the fulfillment of the Garden's mission by assisting in the development and implementation of a dynamic array of programs designed specifically for youth and accompanying adults (teachers, parents, care providers) of all ages, backgrounds, and abilities. The objective of all initiatives undertaken by this position is to provide experiences that are infused with a sense of discovery and joy for the beauty and diversity of plants. They will embrace and represent the diverse community and region that we serve and ensure relevance for all audiences.

The Seasonal Educator will staff the Children's Garden during weekend public hours, support the presentation of nature-based programs to learners of all ages, and contribute to the upkeep of the Children's Garden, including horticultural projects.

Please note that weekend availability (8:30-4:30 Saturdays and Sundays) is required for this position. Weekday hours are flexible and negotiable, not to exceed 30 hours in a given pay week.

### **Responsibilities**

- Responsible for daily operations of the Children's Garden on weekends
- Responsible for set up, facilitation, and cleanup of weekend programming, which may include
  - Drop-in activities for families
  - Birthday parties
  - Scout programs
- Works with YFE staff to develop and implement drop-in programming for families
- Assists YFE staff with weekday programming as needed, which may include:
  - Support for summer camp classes
  - Support for school group arrivals
  - Occasional teaching of programs for pre-K and elementary-aged students
  - Occasional teaching/support of offsite programs at partner organizations in the Richmond community

### **Additional Duties**

- Actively participates in staff training and department meetings
- Completes American Red Cross First Aid and CPR training
- Occasional evening and holiday hours

### **Skills and Abilities**

- Demonstrated knowledge of formal and informal education principles and developmentally appropriate practices
- Communicates effectively with diverse ages, backgrounds and all abilities
- Works well independently as well as thrives in a team environment; adaptable and solution-oriented
- Energetic and personable; an innovative, creative thinker
- Excellent written and verbal communication skills, including public speaking and group facilitation
- Excellent organizational skills; self-motivated with the ability to manage goals and productivity
- Ability to pass rigorous background checks
- Basic gardening knowledge a plus.

### **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**

- Ability to carry up to 30 lbs.
- Ability to work outdoors in all weather conditions.
- Comfortable working in immediate proximity to the 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**

- High school diploma
- 2 years' college, vocational training, or other work experience
- Demonstrated experience with the design and delivery of innovative, creative, high quality, and developmentally appropriate programs for all ages, backgrounds, and abilities
- COVID 19 Vaccination

#### **Preferred**

- Bachelor's degree in education, recreation, horticulture, environmental sciences, botany, biology, agriculture, related fields, or content knowledge in the natural sciences
- Prior experience in botanical garden/museum setting
- Proficiency in conversational Spanish desirable.
- CPR and First Aid certification.