



## Position Description

**Title:** Seasonal Educator  
**Reports to:** Director of Education & Guest Experience  
**Status:** Non-Exempt/Seasonal  
**Hours:** April-May; September - October: 20-30 hours/week  
June-August: 10-20 hours/week  
Including occasional evenings and weekends

### Position Summary

**Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden.** We are looking for an enthusiastic, outgoing person with a passion for leading programs and engaging with all ages. Ideal candidates will be able to learn the curriculum-based lesson plans with ease and lead them independently for groups of students. Additionally, in cooperation with Education Team staff, assist with the research, development, planning, and implementation of educational activities to fulfill Green Bay Botanical Garden's mission to connect people and plants. Programs include those for youth, families, adults, educational groups, and general guests to the Garden.

### Core Competencies & Essential Functions

1. Lead field trip programs for youth from pre-school through 5<sup>th</sup> grade, encompassing a variety of life science and nature topics including plant parts, life cycles, insects, pollination, ecosystems, weather, and more.
2. Assist with and/or lead children's day camps and outreach programs.
3. Assist with and/or lead family classes and activities, including story time, discovery boxes, scavenger hunts, and the indoor children's area.
4. Facilitate adult classes, including set up, check in, clean up, and record keeping.
5. Attend education programs and events as requested.
6. Fulfill administrative duties as assigned by the supervisor and other duties as requested.
7. Support other Garden departments as needed (including Special Events, Marketing, and Guest Experience).

### Qualifications, Skills & Physical Requirements

1. Associate's or bachelor's degree in education, horticulture, environmental science, or related field. May also be pursuing a similar degree or have at least two years of relevant work experience, including program planning and/or implementation for a variety of ages.
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office and Teams (or ability to learn).

3. Excellent written, verbal, and interpersonal communications skills with a sincere desire to serve the public and ability to lead programs.
4. Self-motivated with the ability to work independently and complete tasks demonstrating attention to detail, accuracy, and thoroughness.
5. Flexible in working hours and environment, as many programs are held outdoors and evenings may be required.
6. Physically able to stand, kneel, or walk for extended periods of time, lift up to 20 lbs., and work outside in all types of weather conditions.
7. Dependable, reliable, team player.
8. Experience working within a non-profit environment and/or using community resources is a plus.
9. Gardening knowledge a plus.

### **Standard Work Perks**

Employees and interns at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit.
- Free passes to ticketed events.
- Discounts on ticketed events.
- 15% discount at the WPS Trellis Gift Shop.
- 50% off room rentals for a private event, subject to availability.

### **Apply**

[Complete the Employment Application](#) on our website by Sunday, March 17, 2024.

### **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

### **Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.