

JOB DESCRIPTION - EDUCATION COORDINATOR
MCKEE BOTANICAL GARDEN
FULL-TIME EXEMPT

Position Summary

McKee Botanical Garden, a 501(c)(3) nonprofit, is seeking an energetic and motivated individual with a passion for informal education, the environment and visitor interaction, as well as, organizational, program development/assessment and communication skills for a newly formed education position. Reports to the Executive Director.

Primary Responsibilities

- Share the importance of botanical gardens in our communities and globally to the public with enthusiasm and passion.
- Integrate education principles and practices into both child and adult learning programs.
- Create, develop and implement informal education programs that impact children and adults and are consistent with the Garden's mission, plant collections and unique natural and historic features.
- Assist with the opening of the new McKee Children's Garden and develop an array of exciting new interpretive programs for families.
- Direct all education programming including scheduling and logistics. Lead programs when necessary.
- Work with Graphics Designer on production of class schedule

Evaluation

- With experienced partners, design and implement initial assessment of the new Children's Garden and interpretive programming.
- Develop and implement assessment protocols for all new and on-going Garden programs for adults and children. Track metrics to measure the effectiveness of all programs.

Instructor Management

- Recruit, hire, coordinate and assess instructors.
- Meet and greet instructors day of class and coordinate set-ups, as necessary.
- Develop training materials and train instructors to deliver effective education programs that promote age-appropriate, child-friendly, interactive experiences as well as stimulating adult programming.

Education and Experience

- Bachelor's Degree in education, horticulture, botany, biology, science education or related field.
- Five years experience in formal and/or informal education with interpretive expertise and knowledge of current trends in informal education.
- Experience in managing a budget to accomplish annual goals.

Knowledge and Abilities

- Excellent oral and written communication skills.
- Ability to solve problems using discretion, good judgment and diplomacy.
- Self-starter, creative, and goal oriented.
- Develop and maintain effective working relationships with Garden staff, volunteers, board of directors and external professional colleagues. Provide vision and inspiration to Garden departments.

Computer skills

- Proficient in standard business software (MS Word, Excel, Outlook) and basic social media platforms (Facebook, Instagram, Twitter.)

Working Conditions

- Coordinate and participate in event set-up and organization, including lifting and carrying up to 30 lbs.
- Ability to work outside in all weather conditions throughout the year.
- Prolonged periods of continuous standing, sitting, walking, stooping, bending, reaching and crouching.
- Available to work evenings and weekends.

Certificates and Licenses:

- Acceptable DMV record, valid driver's license and able to provide transport to and from work.

Perform all other duties as requested by Executive Director