

**Santa Fe Botanical Garden**

**JOB DESCRIPTION**

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**Job Title:** Garden Educator

**FLSA Classification:** Non-exempt

**Pay Rate:** \$20/hour

**Part Time:**  **Full Time:**

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**Supervision Received:** Works under the supervision of the Director of Education and Interpretation

**Supervision Exercised:** None

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**Job Summary:** The Santa Fe Botanical Garden is seeking a part-time, seasonal, educator to connect Garden visitors to nature through interpretive school and public programs. The Garden Educator will support the mission of the Garden by presenting a variety of public programs and school field trips using interpretive curriculum-based lesson plans.

**Essential Responsibilities:**

- Must be available various weekdays during the school year 9:00 AM to 2:00 PM.
- Must be available to work weekends.
- Prep and clean-up program supplies.
- Present tours/programs, outreach, and other activities for adults, families, kindergarten - 12<sup>th</sup> grade students, scout groups and other informal youth groups, following program goals and outlines.

**Additional Responsibilities:**

- Present tours/programs to general Garden visitors for weekend programs and special events.
- May be required to participate in community outreach opportunities such as fairs, festivals, local markets, and outside organization's activities.
- Must be flexible in working hours and environment, holidays and some evenings may be required.
- Assist Program Coordinator with education programs, including camp, visiting camps, and evening programs.
- Additional responsibilities as assigned by the Director of Education and Interpretation.

**Competencies:**

- Bilingual in English and Spanish is desired.
- Proven strong people skills including ability to maintain a positive environment, ability to effectively manage conflict, and ability to work cooperatively with different types of personalities.
- Positive attitude, ability to work independently, communicate effectively and respond to feedback from supervisory staff.
- Must be able to troubleshoot in a fast-paced environment, ability to multi-task, and be program focused.
- Excellent interpersonal and relationship building skills with the ability to communicate tactfully and effectively.
- The ideal candidate should have experience interacting with children of various ages and grade levels.
- Experience with public speaking.

## **Education Requirement**

- Currently enrolled in or have earned bachelor's degree in education, biological sciences, environmental science, or related field.

## **Experience Requirement**

- A minimum of two (2) years of experience in interpretation, environmental education or relevant field.
- Experience working with children in a group setting.
- Knowledge of basic interpretive teaching techniques desired.
- Knowledge of basic natural history desired.

## **Knowledge, Skills, and Abilities:**

- Knowledge of conservation, wildlife, horticulture, and botany desired.
- Working knowledge of computers and related software programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Strong written and oral communication skills.
- Team-oriented, able to work effectively with others.
- Willingness to follow instructions.
- Ability to take initiative in their duties.
- Must be able to manage their time effectively.

## **Special Requirements:**

- Valid New Mexico Driver's license.
- May be required to work weekends, evening hours and holidays.

## **Physical Requirements:**

- Some lifting and hauling of materials up to 50 pounds.
- Ability to walk on uneven ground.
- Ability to go up and down stairs.
- Willing to work outside year-round in varying weather.

## **Working Environment:**

- Majority of work is performed outdoors in hot, cold, windy, dusty, and wet weather conditions.
- May frequently be required to stand/walk for 3 or more hours.

## **Equal Employment Opportunity:**

The Company is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

## **Americans With Disabilities Act:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

## **To Apply:**

Please send your resume and cover letter as attachments via email to [hr@santafebotanicalgarden.org](mailto:hr@santafebotanicalgarden.org) and include position title "Garden Educator" in the email subject line.

Applications will be reviewed **immediately** until the position is filled.

The Santa Fe Botanical Garden celebrates, cultivates, and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden.

For more information, visit us online at [santafebotanicalgarden.org/join-our-team](http://santafebotanicalgarden.org/join-our-team).