



Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Garden Educator (Seasonal)
Non-exempt

FLSA Classification:

Pay Rate: \$20/hour

Part Time: **Full Time:**

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

Supervision Exercised: None

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 supports the mission of the Garden by presenting a variety of public programs and school field trips using interpretive curriculum-based lesson plans.

Essential Responsibilities

- Present tours/programs, outreach, and other activities for adults, families, kindergarten - 12th grade students, scout groups and other informal youth groups, following program goals and outlines.
- Present tours/programs to general Garden visitors for weekend programs and special events.
- Participate in community outreach at fairs, festivals, local markets, and partner organization's events.
- Prep and clean-up program supplies.
- Assist the Program Coordinator with education programs, including camps, visiting camps, and evening programs.
- Perform additional duties as assigned by the Director of Education and Interpretation.

Education & Experience Requirements

Education

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

Experience

- A minimum of one (1) years of experience in interpretation as defined by the National Association of Interpretation, environmental education or relevant field.
- Experience working with children in a group setting.
- Experience interacting with children of various ages and grade levels.
- Experience with public speaking.

Competencies & Skills

- Strong interpersonal skills, ability to maintain a positive environment and work well with diverse personalities.

- Team-oriented with a willingness to follow instructions.
- Ability to manage conflict and communicate effectively and tactfully.
- Ability to work independently, accept feedback and take initiative.
- Ability to manage work time effectively and efficiently.
- Ability to troubleshoot, multi-task, and remain program focused in a fast-paced environment.
- Working knowledge of computers and software. (Microsoft Word, Excel, Outlook, and PowerPoint).
- Strong written and oral communication skills.
- Bilingual in English and Spanish (desired).

Knowledge Requirements

- Knowledge of conservation, wildlife, horticulture, and botany (desired).
- Knowledge of basic natural history and interpretive techniques (desired).

Work Schedule

- Must be available on various weekdays during the school year from 9:00 AM to 2:00 PM.
- Must be available to work weekends.
- Holidays and some evenings may be required.

Special Requirements

- Valid New Mexico Driver's license.
- Flexibility in working hours and environments.
- Must pass a background check.

Physical Requirements

- Ability to lift and haul materials up to 50 pounds.
- Ability to walk on uneven ground and climb stairs.
- Ability to work outdoors year-round in varying weather conditions.

Working Environment

- Majority of work is performed outdoors in hot, cold, windy, dusty, and wet weather conditions.
- May require standing or walking for three or more hours at a time.

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 jobs@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.