

Job Title: Program Coordinator **Hours:** Part-time, up to 24 hours/week
Location: Shoreline, WA **Salary:** \$18 hour
Reports to: KBGF Executive Director **Closing Date:** TBD
Summary: A position available with the Kruckeberg Botanic Garden Foundation (KBGF) with the primary responsibility of coordinating and managing the environmental education and for-fee programming at the Kruckeberg Botanic Garden, including Family Programming, Garden Tots, school field trips and summer camps.

SPECIFIC DUTIES:

General Program Management

- Manage the annual program calendar, developing a collection of family programming that will interest our constituency;
- Coordinate outside instructors as needed for educational programs.
- Coordinate with volunteers and other staff to advertise for these programs via online calendars and postcard mailings; including social media, local papers and online sources.
- Help update the Events and Kids pages on our website; and
- Manage registrations and payment via our constituent management database.
- Provide sign in sheets as well as make sure supplies and personnel are prepared for programs.
- Actively recruit, screen, and train volunteers for children's programs.

Environmental Education

- Develop and expand our environmental education programs for preschool and elementary aged children;
- Schedule and lead field trips.
- Coordinate with volunteers to offer field trips.
- Create invoices and process payments
- Reach out to local schools to increase attendance

Summer Camps

- Set up and monitor KBGF online summer camp registration;
- Advertise KBGF summer camp via online calendars and postcard mailings; including social media, local papers, camp fairs, and online sources.
- Prepare and organize summer camp supplies;
- Implement a 3-week curriculum for a KBGF summer camp offered at KBG for 2019.

Family Programs and Garden Tots

- Offer several family-oriented workshops to coincide with events scheduled at the Garden;
- Manage the weekly summer program Garden Tots by selecting the curriculum and craft each week; and
- Coordinate with volunteers to offer such programs.

ADMINISTRATIVE DUTIES:

- Prepare education budget and track expenses;
- Prepare a monthly report of education activities for the KBGF Board;
- Maintain program registration database; and
- Meet regularly as needed with the Executive Director.



REQUIREMENTS:

- Proven experience in environmental education, particularly with school age children.
- Current CPR & First Aid certification.
- College graduate or equivalent relevant experience.
- Self-starter who can work independently on concurrent projects and meet deadlines.
- Team player with good interpersonal skills and strong communication skills.
- Creative and strategic thinker with excellent written and verbal communication skills.
- Consistent in matters of accuracy, presentation, and attention to detail.
- Strong multi-tasking skills and organizational abilities.
- Working knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook. Comfortable using web-based programs and applications. Familiarity with databases preferred.
- Required to work occasional evenings and weekends at special events.
- Candidates with a Teaching Certificate will be preferred.
- Candidates with Horticultural training or experience desired, including familiarity with common Northwest plant species.

Contact: Joseph Abken, Executive Director, Kruckeberg Botanic Garden Foundation
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