

Job Title: Program Coordinator **Starting Date:** No later than Dec. 1, 2019
Location: Shoreline, WA **Salary:** \$18/hour
Reports to: KBGF Executive Director **Hours:** Part-time, up to 24 hours/week;
seasonally 40 hours/week

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;
- 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; and
- Participate in preparation and set-up for seasonal events.

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; and
- 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 2020; and
- Recruit, screen, and train volunteers for summer camps.

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 summary of program activities and statistics for the Executive Director;
- Maintain program registration database; and
- Meet regularly as needed with the Director.

REQUIREMENTS:

- Proven experience in environmental education, particularly with school-age children.
- Week-long day camp experience required.
- 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.
- Required to be present Thursdays and Fridays at the Garden; some remote work negotiable.
- Candidates with a Teaching Certificate will be preferred.
- Candidates with Horticultural training/experience and/or knowledge of local ecology desired, including familiarity with common Northwest plant species.

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