

## Seasonal Program Coordinator

Help empower the next generation through nature-based education and exploration at the Kruckeberg Botanic Garden!

Our youth programs aim to help kids create meaningful connections to gardens and natural spaces through games, activities, art, and play. We are looking for a Seasonal Program Coordinator to help us grow (pun intended) our nature-based programming at the Garden. The Seasonal Program Coordinator will help our Program Manager plan, prepare, and deliver programming to youth of all ages in the spring and summer of 2022.

### **POSITION DESCRIPTION**

**Position Title:** Seasonal Program Coordinator (available as for-credit internship for college students)

**Location:** Kruckeberg Botanic Garden 20312 15th Ave NW Shoreline, WA 98177

**Start date:** Anticipated start Monday, April 4th, 2022

**Duration:** April - July, 2022 (minimum 24hr/week April-May, minimum 32hr/week June-July)

**Compensation:** \$17.00-20.00/ hour DOE

### **Responsibilities:**

#### **Program Design and Delivery (85%):**

- Design and deliver lessons in natural and cultural history, environmental science, arts, social-emotional learning, related to topics such as: food webs & predator/prey interactions, energy cycles, species adaptations, urban ecosystems, climate change, invasive species, etc.
- Assist with direct instruction during summer camps (June 27-July 29), leading groups of up to 15 youth ranging from 6-11 years old.
- Assist with other youth programs, such as field trips, scout programs, and Garden Tots, as needed.
- Assist with adult programs, such as workshops, as needed.
- Create a safe and positive learning environment for youth and adults.
- Assist with preparation and maintenance of program inventory and materials.
- Assist in coordination and supervision of Garden volunteers and high school interns.
- Assist in other KBGF events and program development for spring/summer 2022.

#### **Administration (10%):**

- Support marketing and registration to promote enrollment.
- Regularly report on programming activities and field issues/concerns to Program Manager.

- Participate in scheduled program trainings including weekly check-ins with Program Manager.
- Report any risk management incidents.
- Engage in self-guided research and learning into relevant topics related to nature-based education.

**General (5%):**

- Participate in KBGF staff meetings.
- Provide KBGF facilities and Garden staff with occasional light-duty support.
- Other duties as assigned.

**Position Outcomes/Benefits:**

- Work closely with an experienced Program Manager on a wide range of projects related to youth program design and curriculum design.
- Gain experience in direct student instruction and group management.
- Opportunities to create lessons and activities related to your personal interests in topics such as: nature & the environment, the arts, social & emotional learning, gardening, and more!
- Receive guidance and feedback from Program Manager and other Garden staff, learn more about careers in nonprofit administration, nature-based youth education, garden management, and horticulture.
- Attend weekly meetings with Garden staff and participate in networking events.
- Flexible spring schedule for students.
- Competitive hourly wages.

**Working Environment:**

**About Kruckeberg Botanic Garden:**

The Kruckeberg Botanic Garden (KBG) is a publicly-owned botanic garden in Shoreline, Washington, which displays a unique blend of Pacific Northwest native plants and temperate plants from around the world in a naturalistic, wooded setting. KBG was founded in 1958 by Arthur and Mareen Kruckeberg, who amassed the plant collection in the property surrounding their home.

Since 2008, the Garden has been owned by the City of Shoreline but operated and maintained by the Kruckeberg Botanic Garden Foundation (KBGF), a 501(c)(3) designated non-profit. KBGF is responsible for the full operation and maintenance of the Garden, programming, and education in the space, and operations of the MsK Rare and Native Plant Nursery, a small retail nursery located onsite.

As Shoreline's premier outdoor learning space, the Kruckeberg Botanic Garden is dedicated to expanding its educational programming and providing communities throughout Shoreline and beyond a safe, fun, and welcoming outdoor space for learning about horticulture and the natural environment.

**Physical Demands:**

Sit, stand, dance, talk, yell, sing, and hear, use hands and fingers to operate field equipment; reach with hands and arms.

Job duties are often carried out while walking/playing over uneven terrain with participants.

Candidates must be able to lift, load, pack, and carry materials and equipment in excess of 30 pounds.

**Application:****Deadline:**

Applications are due by Friday, March 11th, 2022.

**To Apply:**

Please send a resume and a cover letter to [programs@kruckeberg.org](mailto:programs@kruckeberg.org)

**Equal Opportunity Employer:**

Recruiting and training a diverse workforce is a high priority at Kruckeberg Botanic Garden. The Institute does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.

**Experience and Skills:****Required:**

- Enthusiasm for learning and teaching about the natural world.
- Previous experience in teaching roles, leadership, or facilitation.
- Previous experience working with children and/or young adults.
- Ability to work with people from diverse backgrounds, cultures, and ages.
- Good judgment, flexibility, and ability to work independently and reliably.
- Ability to work flexible hours including some evenings and weekends.
- Good interpersonal communication skills.
- Creativity, energy, motivation, and professionalism.
- Basic computer skills.
- High school diploma or equivalency.
- Final offer of employment is contingent upon the successful completion of a Washington State background check.
- All staff are **required** to show proof of covid-19 vaccination.
- Successful applicants will be required to obtain a first-aid certificate upon hire.

**Preferred:**

- Experience working in camp or educational setting with youth.

- Training and/or experience with positive reinforcement in the camp/classroom environment and teaching emotional regulation techniques to youth.
- Volunteer coordination.
- Employing different teaching methods and styles to accommodate different audiences and learning styles.
- Developing lesson plans.
- Creating and identifying safe and positive learning environments.
- First aid certification.
- Experiential-based teaching and learning.
- Knowledge of basic scientific principles and how to teach them.
- Knowledge of Western Washington's natural and cultural history.