MINNESOTA LANDSCAPE ARBORETUM Youth Education: JOB DESCRIPTION

TITLE:  Instructor Children’s Garden in Residence (Position Based in Minneapolis)

SUPERVISOR:  Manager of Youth Education

CLASSIFICATION:  001 Temporary Casual

OVERVIEW:
The CGR instructor will work with a team of educators in the Arboretum’s Urban Garden youth education outreach program. The teaching team will plan, prepare, and present a 7 week hands-on science focused garden program at urban, elementary school aged youth serving organizations in Minneapolis and St. Paul. The instructor’s role is to bring the hands-on science program curriculum to life in the garden. Specific responsibilities include:

80%  Instructor Prepare Plan and Teach Children’s Garden in Residence Program:
- Prepare for and teach assigned portions of the curriculum.
- Gather and prepare all supplies, posters, and consumables for each week’s lesson.
- Work with partner organizations to coordinate garden programs that fit their needs.
- Work with co-workers, and volunteers to organize and present the program
- Set the stage for safe, supportive, hands-on science, learning experiences in the garden.
- Special projects as assigned

20%  Document and Share program Activities
- Participate in weekly urban garden leader meetings.
- Produce a summer journal with photos, records, and reflection, and documentation of the summer garden experience
- Other duties as assigned

REQUIRED QUALIFICATIONS:
- Demonstrated knowledge, passion, and interest in plants.
- Teaching experience in classroom and/or outdoor settings
- Coursework and/or work experience related to horticulture, natural sciences, nutrition, agriculture, youth development, youth education or related field.
- Successful completion of a background check.

PREFERRED QUALIFICATIONS:
- 2 or more years teaching in outdoor education or informal education.
- Bachelor’s degree in education, horticulture, natural sciences or related field
- Experience with leading a team.
- Experience working in community partnerships.

WORK SCHEDULE AND COMMITMENT:
Start Date:  May 21, 2016 Initial Staff Training Day. Additional training days TBD early June.
Regular summer schedule:  June 14- August 6. 32 hours/wk. 4 days per week.
End Date:  Oct. 31, 2016.
256 Total Hours.
Specific work day schedule to be determined between supervisor and candidate. Responsibilities and work schedule are subject to change.

PAY RANGE AND APPLICATION INFORMATION:
$12.00-$16.00 an hour.
To apply, e-mail resume, cover letter, and references to: Urban Garden Planning Team, c/o Randy Gage at gage0020@umn.edu