Children's Garden in Residence Instructor

Two Temporary positions available to lead the "In the Garden" and "Science and Nutrition" learning stations of the Children's Garden in Residence Program:  Summer 2013 Applications due March 1

**Description**
Dig in, get your hands dirty, and be a teacher in an outdoor urban summer garden setting. The Children's Garden in Residence instructor will be a part of a team of adults, teen teaching assistants, and volunteers that delivers engaging hands-on science and growing experience in the garden. The instructor team will utilize the Arboretum's comprehensive 7 week science-based garden curriculum to bring science learning to life for children age 4-12 at multiple urban garden sites.

Instructor duties include:
- Gathering and preparing supplies, posters, and consumables for each week's lesson.
- Prepare for and teach assigned portions of the curriculum.
- Participate in weekly instructor training sessions.
- Participate in weekly urban garden leader meetings.
- Record and document the summer garden experience through photographs, blog posts, and personal journal entries.
- Insure the active participation and positive engagement of all children and partner program staff.
- Set the stage for safe, supportive, engaging, learning experiences in the garden.

**Report**
This position reports to the Manager of Youth Education

**Qualifications**
This position requires strong interest and experience working with children in a garden setting. Also helpful for this position is an infectious positive attitude, an appropriate sense of humor, a measure of patience, love and knowledge of plants, gardening, and science.

Applicant must have training, and/or experience in a number of the following:
- Teaching or leading groups of youth age 4-12.
- Gardening experience
- Experience leading youth programming
- Previous experience in a related summer youth gardening program
- College or professional degree or course work in horticulture, science education, outdoor education or related field.
- Successful applicants must pass a criminal background check.

**Commitment**
This is a temporary, part-time summer position. Applicants must commit to a Tuesday-Friday, 8 week summer garden schedule (32 hours/wk). June 18-August 9. Additional time as scheduled for training and preparation in June and wrap up in August. Total hours of appointment not to exceed 288.

**Rate of pay and application information**
The pay range for this position is $12.00-$15.00 an hour

Email resume, cover letter, and 1-3 professional letters of reference to: Urban Garden Planning Team, c/o Randy Gage at gage0020@umn.edu. Any job offer will be contingent on passing a criminal background check.
General Behavior Statements

The Minnesota Landscape Arboretum has the following expectations of all employees in the areas of problem solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality and orderliness.

Employees are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems when ever possible
- Consider the effects of decisions made prior to making decision
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely, schedule work effectively
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive work force
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled so as to not disrupt, delay or cause additional work for coworkers
- Give proper notification to supervisor of scheduled absences
- Keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at end of day in ready-to-use condition
- Treat coworkers with respect and consideration

Our Mission:

To create active ways for people to explore the vital links between themselves, plants and the earth

The University of Minnesota Landscape Arboretum is an equal opportunity educator and employer
Professional Reference Letter Guide For Urban Garden Programs

What is considered a professional letter of reference?
Professional letters of reference are letters that have been written by a professional who will provide information regarding your skills and abilities to succeed in the job.

Who is considered a professional?
Someone who can validate your experience as an employee, student or volunteer and provide examples of professional and/or academic skills you have demonstrated. Former academic advisors, professors, supervisors, co-workers, or other person that can write about the experiences you have related to the responsibilities of this job. Family, friends, and Arboretum employees are not considered professional references for this purpose.

What should be included in a professional letter of reference?
The following is a guide for the person writing your letter of reference.

The letter should be one page in length and include:
- Name and contact information of the reference, including phone number.
- Name of the applicant.
- Description of the relationship between the applicant and the reference.
- Information regarding knowledge of the applicants professional, and volunteer experience, and academic ability.
- Information about the skills, knowledge, and qualities the applicant possesses which makes them a good candidate for this job.
- Any additional comments you would like to share about the applicant.

Please email reference letters to Urban Garden Planning Team
C/O Randy Gage  gage0020@umn.edu

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