Children's Garden in Residence - Instructor  
Temporary position: Summer 2011

**Description**
Dig in, get your hands dirty, and be a teacher in an outdoor urban summer garden setting. This position will focus on group dynamics, participant motivation, individual behavior expectations of summer gardeners (ages 5-16), and assisting kid-gardeners with tasks by modeling, and working alongside them when tasks are difficult. Specific duties include, but are not limited to:

- Direct instruction of a station and supervision of children enrolled in summer garden programs
- Attend and participate in CGR instructor planning work sessions (attached schedule for Wednesdays)
- Responsible for daily program set-up and tear-down
- Keep attendance records for each garden session
- Attend, participate in and record ‘end of session’ teachers work sessions
- Adhere to the daily teaching schedule (attached schedule for Thursdays and Fridays)
- Keep a personal log of all activities to be turned in by August 17, 2011
- Organize kid-gardener nametags, and keep them up to date

**Report**
This position reports to the summer Children’s Garden in Residence coordinator

**Qualifications**
This position requires a strong interest in the healthy development of youth, an appropriate sense of humor, a good bit of patience, and a desire to work out-of-doors in an urban garden setting with youth age 4-16 (work is out-of-doors rain or shine). Applicants must have reliable transportation to the Arboretum on Wednesdays. Applicant must be drug free.

Applicant must have training, and/or experience in a number of the following:
- Teaching assistantships
- Group leadership and classroom management
- Child care for children age 4-16
- Previous experience in a related summer youth program
- Organization and record keeping

**Commitment**
In an effort to provide consistent mentoring for children participating in this program, applicants should consider their ability to commit for the entire term of the temporary position as described:
June 15 – August 17 Daily schedule as assigned.
June 15-June 17 exact schedule to be determined. Will include trainings, site visits, and meetings.
June 22-August 12: teaching schedule listed, approx. 20 hours a week. Not teaching week of July 4th, Wednesday, July 6 will be the annual picnic at Arboretum.
August 17 10am-3pm: Jamboree to share summer experience with peers. Must do a presentation and turn in journal.

This position will not exceed a total of 192 hours.

**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

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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
Children’s Garden in Residence - Instructor
Prep-day schedule and expectations – 6 hours

Tentative Wednesday Schedule – timing may change

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Task description</th>
<th>Expectation</th>
</tr>
</thead>
</table>
| 8:30   | 9:00  | Prep and catch-up                                       | • Prepare for planning work session by reviewing previous years curriculum, research new ideas  
• Catch-up on paperwork/timesheets/etc. |
| 9:00   | 12:00 | Participate in review of curriculum and plan week’s teaching stations (with 15 minute break) | • Re-file all materials and teaching aids from previous weeks session. Make sure it is organized for next year.  
• Present recommendations for changing your station for next years garden program, record in your journal  
• Listen and participate in review of past season's curriculum for the week’s garden theme  
• Review recommendations from last year’s meeting notes.  
• Participate in brainstorming morphs of or additions to past curriculum  
• Record agreed upon curriculum for all stations  
• Prepare and record teaching notes for your station's session  
• Participate in discussion of how the stations work together to teach the week's theme/concepts |
| 12:00  | 1:00  | Lunch Break (signed out)                                | • Unpaid lunch break                                                      |
| 1:00   | 3:30  | Material prep for teaching stations And practice stations | • Gather and/or prepare materials and visuals needed to teach your station  
• Ask other station leaders if they need assistance if you finish early  
• Run through the lesson as if you were teaching it to students and try all craft and projects you will do that week.  
• Load all materials in the Plantmobile |

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### Children's Garden in Residence - Instructor
Daily teaching schedule and expectations – 6.75 hours

**Tentative Thursday Schedule – timing may change**

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Task description</th>
<th>Expectation</th>
</tr>
</thead>
</table>
| 8:45   | 9:15  | Teachers work session (mandatory)                     | • Present your portion of the days activities to the group by modeling what you will be teaching during garden session  
  • Actively listen to others presentations                                            |
| 9:15   | 9:30  | Set up for the day's garden programming               | • Set-up your learning station; make sure all your materials are ready                                                                       |
| 9:30   | 9:45  | Break                                                 | • Take a 15 minute break. Please do not take your break in the Kaleidoscope office, hallways, or rooms                                         |
| 9:45   | 11:15 | Morning Garden – session I                            | • Teach your station to 2 sections of gardeners                                                                                             |
| 11:15  | 11:30 | Clean up and store program materials for afternoon groups | • Put your teaching materials in a safe place where children will not have access to them while you are at lunch                               |
| 11:30  | 12:30 | Lunch Break (signed out)                              | • Unpaid Lunch Break. Please do not take your break in the Kaleidoscope office, hallways, or rooms                                          |
| 12:30  | 12:45 | Set-up for afternoon session                          | • Re-set your materials for the afternoon session  
  • Refresh supplies  
  • Check with other instructors to see if they need help                                 |
| 12:45  | 2:15  | Afternoon Garden – session II                          | • Teach your station to 2 sections of gardeners                                                                                              |
| 2:15   | 2:30  | Break                                                 | • Take a 15 minute break. Please do not take your break in the Kaleidoscope office, hallways, or rooms                                     |
| 2:30   | 4:00  | Afternoon Garden – session III                         | • Teach your session to 1 section of gardeners                                                                                               |
| 4:00   | 4:10  | Clean-up and store program materials                  | • Clean up and store all materials and store them in the plantmobile for use on Friday                                                        |
| 4:10   | 4:30  | Teachers work session (mandatory)                     | • Participate in an end of the day teachers meeting with interns and volunteers  
  • Record information                                                                      |

- Remember all Arboretum Interns you are working with are being held accountable for the General Behavior Statement page (attached); be a role model for them
- Follow the curriculum closely; add your personality, but be sure to do your part of the day's lesson, and only your part

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Children's Garden in Residence - Instructor
Daily teaching schedule and expectations – 6.75 hours

Tentative Friday Schedule – timing may change

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Task description</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>9:00</td>
<td>Supplies Check before we leave</td>
<td>• Check to make sure everything you need for your station is in the plantmobile and ready for the day.</td>
</tr>
<tr>
<td>9:00</td>
<td>9:30</td>
<td>Drive to garden site and set up for the day's garden programming</td>
<td>• Set-up your learning station; make sure all your materials are ready</td>
</tr>
<tr>
<td>9:30</td>
<td>11:30</td>
<td>Morning Garden – session I</td>
<td>• Teach your station to 2 sections of gardeners</td>
</tr>
<tr>
<td>11:30</td>
<td>11:45</td>
<td>Clean up and store program materials for afternoon groups</td>
<td>• Load all the supplies back into the plantmobile to be ready for the next teaching location.</td>
</tr>
<tr>
<td>11:45</td>
<td>12:45</td>
<td>Lunch Break (signed out)</td>
<td>• Unpaid Lunch Break.</td>
</tr>
<tr>
<td>12:45</td>
<td>1:00</td>
<td>Set-up for afternoon session</td>
<td>• Re-set your materials for the afternoon session</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Refresh supplies</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Check with other instructors to see if they need help</td>
</tr>
<tr>
<td>1:00</td>
<td>3:00</td>
<td>Afternoon Garden – session II</td>
<td>• Teach your station to 1-2 sections of gardeners</td>
</tr>
<tr>
<td>3:00</td>
<td>3:45</td>
<td>Break</td>
<td>• Take a 15 minute break.</td>
</tr>
<tr>
<td>3:45</td>
<td>4:00</td>
<td>Clean-up and load program materials</td>
<td>• Load all the supplies into the plantmobile, organized for the week.</td>
</tr>
<tr>
<td>4:00</td>
<td>4:15</td>
<td>store program materials</td>
<td>• Empty van and remove all teaching materials and store in appropriate location.</td>
</tr>
<tr>
<td>4:15</td>
<td>4:45</td>
<td>Teachers work session (mandatory)</td>
<td>• Participate in an end of the day teachers meeting with interns and volunteers</td>
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<tr>
<td></td>
<td>4:45</td>
<td>Break</td>
<td>• Record information</td>
</tr>
<tr>
<td>5:00</td>
<td>5:30</td>
<td>Documentation for the week And prep for next week.</td>
<td>• Record in your journal how the week went, review photos and select best 3-5 for week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Briefly look ahead to tasks for next week.</td>
</tr>
</tbody>
</table>

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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