



OLBRICH BOTANICAL SOCIETY

Updated December 2021

Job Title: Garden-based Learning Facilitator Internship

Duration: 3 months (June – August)

Hours: 30-35 hours per week

Compensation: \$15.00 per hour

Purpose: The position of Garden-based Learning Facilitator fulfills the Olbrich Botanical Gardens vision of being a locally treasured and globally renowned source of beauty and education celebrating the importance of plants in a sustainable world. The Garden-based Learning Facilitator internship aids the Education Department staff in the implementation of plant-based or environmentally focused educational programs for children & their parents, teachers, and other caregivers.

Essential Duties and Responsibilities

- **Direct instruction & facilitation** – Assist in the facilitation of family programs (ages 2-11 years), primarily the *Little Sprouts Gardening* classes (ages 2-5 years) and family classes (ages 5-11). Coordinate supplies, lesson plans, and class preparation for youth and family classes, set up/take down class materials with the help of volunteers, assist with program facilitation with direction from staff, and facilitate clean up and storage of class materials.
- **General garden maintenance** – Assist in garden design, planting, watering, weeding, and harvesting in Olbrich's outdoor learning space, the Children's Kitchen Garden, on a daily schedule.
- **Volunteer management** – Assist in the supervision of education program volunteers and Children's Kitchen Garden gardener volunteers, per assigned program.
- **General office duties** – Administrative tasks; prepare, maintain and organize education materials, such as teaching aids, education supplies, and resource files; assist with planning for future classes and programs.
- **Assist with additional education department projects and programs** – Assist with additional projects and special programs assigned based departmental needs.

Qualifications

- Interest in garden-based learning and working knowledge of non-formal education practices
- Enthusiasm for sharing the wonders of plants and the natural world with people of all ages
- Working knowledge of gardening, plants, and horticulture
- Interest and experience engaging audiences of all ages in meaningful learning experiences, providing instruction in an age-appropriate manner, managing groups of children, and working professionally with participating teachers, adult caregivers, and volunteers
- Strong interpersonal skills; adept in communication, attentive listening, and presentation skills
- Displays emotional intelligence, personal integrity, positive demeanor, and self-awareness
- Good leadership skills; experience leading people to accomplish specific goals
- Commitment to teamwork and exemplary standards and services across all levels of the organization for our patrons and partners
- Constantly positions self to retrieve items from the ground or low shelves and interact with children/persons under 4 feet in height. Able to move on uneven terrain, work with items overhead, and move items weighing up to 25 pounds
- Ability and willingness to submit personal information for a criminal background check, as well as the ability to successfully pass a criminal background check



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Working Conditions

The successful applicant will have the ability and willingness to work outdoors in various weather conditions, including in direct sun, and in the tropical conservatory in hot, humid conditions for up to three hours at a time on a regular basis.

Physical Requirements

The successful applicant will constantly position oneself to retrieve items from the ground or low shelves and interact with children/persons under four feet in height. Also able to move on uneven terrain, work with items overhead, and move items weighing up to 25 pounds..

Time Commitment: This is an hourly (approximately 30-35 hours per week) limited-term employment position during June through August. The work schedule is variable and program dependent. Some weekend and evening work may be required.

Inclusion Statement: Olbrich Botanical Gardens aspires to be a destination where all visitors, volunteers, and staff are valued and feel they belong. With conscious intent and continuous learning, Olbrich Botanical Gardens' staff, volunteers, and board will address barriers to inclusion through education, operational changes, and partnerships with the community.

Olbrich Botanical Society is an equal opportunity employer.

To Apply: No telephone inquiries, please. Submit cover letter, resume, and internship application to:

Sarah Ellis, Youth & Family Programs Manager
sbellis@cityofmadison.com

Olbrich Botanical Gardens
3330 Atwood Avenue
Madison, WI 53704
FAX: 608-246-4719

Deadline: Friday, February 18, 2022

Application Materials:

Resume
Cover Letter
[Application Form](#) (PDF)

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