



OLBRICH BOTANICAL SOCIETY (OBS)

December 2021

JOB TITLE: Youth Programs Coordinator

Reports to: Youth and Family Programs Manager

Employee Status: Full-time, Regular (Hourly)

Purpose: The Youth Programs Coordinator is part of the Education Department Team and works on interpretive programs designed for school groups, preK-12 community groups, youth, and families. This position aids the Youth and Family Programs Manager in the development, implementation, maintenance, and evaluation of mission-based educational programs, classes, and activities and helps fulfill the Olbrich Botanical Gardens (OBG) vision of being a locally treasured and globally renowned source of beauty and education celebrating the importance of plants in a sustainable world.

The Youth Programs Coordinator works under the direct supervision of the Youth and Family Programs Manager and under the direction of the Director of Education for special events and programs, as assigned.

OBS operates Olbrich Botanical Gardens in cooperation and partnership with the City of Madison Parks Division. With an operating budget of \$1.8 million, OBS supports education, development, public relations and marketing, programs & exhibits, as well as the physical gardens. For more information, visit <http://www.olbrich.org/about/>. Olbrich's Education Department staff and programming is fully funded by OBS.

Essential Duties and Responsibilities

- **Education Program Coordination**
 - **Direct Teaching** – Facilitate and teach the Explorer School Programs, K-12 community groups and Scout programs, *Blooming Butterflies* public classes, and other education programs as assigned. In conjunction with the Youth & Family Programs Manager, develop, implement, and evaluate educational curriculum and lesson plans for school groups, preK-12 community groups, camps, and family programs and activities, using current learning theory and methodology and informal education best practices.
 - **Supervisory Responsibilities** – Assist with scheduling, training, coaching, supervising, and evaluating education program interns, contracted educators, camp counselors and volunteers; plan and prepare work schedules and assign duties.
 - **Program Maintenance** - Develop, procure, prepare, maintain, and inventory teaching materials and supplies; set up and clean up of classrooms and program spaces.
 - **Organization-wide Event Support** - Coordinate and facilitate educational components of organization-wide events as part of the event's team. This includes assisting in training adult volunteers, supervising adult education volunteers throughout the event, maintaining education displays and activities, providing high quality interactions with visitors, direct teaching of education classes, and administrative duties in conjunction with the rest of the Education department.
- **Additional Related Work**
 - **External Partners** – Collaborate with local, state, regional, and national partners on education initiatives so as to multiply the resources available for youth educational opportunities.
 - **Interpretive Growth** – As part of a team, actively participate in the planning and development of an educational teaching garden(s) and informal education facilities; benchmarking areas for new programming and audience expansion.
 - **Long-range Vision and Education Planning** – As part of a team, actively participate in the development, facilitation, maintenance, and evaluation of the Education Department's long-range vision, goals, and activities to fulfill the Olbrich Botanical Gardens (OBG) vision and mission.
- **Perform Related Work as Assigned**

Qualifications

- Excellent teaching, mentoring, and communication skills; comfortable engaging new audiences and working with children and adults
- Working knowledge of child development, different learning styles, and teaching modalities
- Strong visitor service skills. Ability to build productive and cohesive relationships and collaborations with visitors, colleagues, volunteers, and partners while displaying a confident, energetic, and positive attitude.
- Adaptive leadership skills and ability to take initiative such as making independent decisions on a daily basis; experience leading volunteers and/or interns to accomplish specific goals
- Computer proficiency, including database management and desktop publishing experience (Microsoft Word, Excel, Publisher, PowerPoint, and Outlook; SurveyMonkey)
- Successfully manage projects, tasks, and people, including ability to prioritize work and meet deadlines while juggling multiple tasks and projects; planning months in advance while responding to day-to-day demands
- Proficient writing and editing skills, including lesson plans and interpretive materials
- Commitment to teamwork and exemplary standards and services across all levels of the organization and for our visitors and partners

Education and Experience

The successful candidate will have a Bachelor's degree in natural sciences, horticulture, botany, environmental education or a related field, or a Bachelor's degree in education with a minor in the sciences. A minimum of two years of experience teaching in a formal or non-formal setting and/or planning and managing educational programs in a botanical garden, nature center, museum and/or similar institution will also be accepted in place of the above degrees. Proficiency or fluency in Spanish would be beneficial to the organization but not required.

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.

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

Time Commitment: This is a full-time, regular (hourly) position (32 hours/week). The work schedule is Monday-Thursday and includes occasional weekend and evening work times as program needs dictate with an adjusted schedule.

Compensation: Olbrich Botanical Society offers a competitive compensation package, including health (with 100% of the employee's health insurance premium paid for by the employer) dental insurance & vision insurance, life insurance, disability insurance, paid parental leave, and a retirement plan with a generous employer match after one year of service. Paid holiday, personal and vacation days are included. Starting hourly wage is \$19.50/hour and will be based on experience and skills.

Olbrich Botanical Society is an equal opportunity employer.

TO APPLY: Send a cover letter, resume, completed application form, and sample lesson plan you have developed and implemented.

[Application \(PDF\)](#)

Submit all application materials to:

Sarah Ellis
Youth & Family Programs Manager
E-mail: sbellis@cityofmadison.com
Fax: 608-246-4719

US Mail/FedEx/UPS:
Olbrich Botanical Gardens
3330 Atwood Avenue
Madison, WI 53704

No telephone inquiries, please.

DEADLINE: February 25, 2022

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