



Job Title: Educator

Working under the leadership of the executive director, this position is responsible for all aspects of educational programming essential to meeting the mission of the Quad City Botanical Center. **A set of target goals will be assigned annually and assessed quarterly to gauge accomplishments and direct future efforts.** Job responsibilities include, but may not be limited to:

- **Developing, promoting, delivering and assessing educational programs for children, adults and senior audiences**
 - Development of creative, mission-based programming for students aged pre-k through college level competency
 - Promotion of programming options within the community to increase public awareness and participation in our programs
 - Public speaking opportunities, participation in fairs, expos, and trade shows, membership in affinity organizations
 - Teaching established mission-based, age-appropriate educational programs in a group setting
 - Assess each program including instruction goals and objectives, curriculum materials, and program activities
- **Scheduling, staffing and supervision**
 - Field all phone calls and e-mail correspondence in relation to scheduling group visits
 - Communicate with teachers, group leaders and individuals to assign a program offering that will best serve the group's needs. Complete the booking, follow-up with an official confirmation letter, and later, a group demographic and survey letter. Maintain and assess survey results
 - Maintain a master calendar and database of booked group visits, work in coordination with daily facility rentals
 - Develop education volunteers involvement, including but not limited to the solicitation of new volunteers, on-going volunteer training and volunteer recognition, distribute volunteer handbooks, perform volunteer background checks, maintain confidential records
 - Schedule volunteers and supplemental staff assistance to best serve each group's need during their visit (based on guest count and programming)
- **Horticulture**
 - Collaborate with the head gardener to encourage additions and improvements to the plant collections, which will directly impact existing or new program ideas
 - Assist in maintaining and improving the educational greenhouse, grounds and gardens
 - Assist in developing plans for future gardens
 - Establish and maintain a taxonomic file (database) of the plant collections and ensure that plants are properly labeled at all times
- **Promotion, literature and displays**
 - Collaborate with the marketing department to create, publish and distribute educational brochures and flyers (coordinate bulk mailing efforts)
 - Update the educational section of the website
 - Create and display signs that "tell a story" throughout the gardens

- Originate educational displays for the lobby. Fashion, stock and maintain “education station” carts for the Sun Garden
- Update or create all flyer activities for guest services, including but not limited to self-guided brochures, children’s activity pages and programming brochures
- **Additional responsibilities**
 - Collaborate with the volunteer engagement manager on an internship program that compliments area college initiatives
 - Inventory and replenish educational program supplies
 - Assist development efforts in grant writing and grant fulfillment and solicit in-kind contributions of educational supply items
 - Plan for and participate in special events that promote and raise funds to support the Botanical Center mission
 - Organize and manage the standing education committee efforts, schedule meetings, create agendas and meeting minutes. Lead person in execution of motions carried regarding education at the Botanical Center

Although the primary function of the educator is developing, promoting, delivering and assessing educational programs for children, adults and senior audiences, this employee must also be willing to perform other duties, outside of the particulars listed above, as assigned. An overall willingness to perform work that will aid in meeting the mission of the Quad City Botanical Center is required.

Mission:

To bring people and plants together in fun and meaningful ways.

Recommended Credentials:

Bachelor’s degree in Horticultural Sciences, Parks and Outdoor Recreation, Education or a related field of study. Commensurate experience and success in similar careers is also acceptable.

Beneficial Skills and Temperament:

Ideal candidate must have a knowledge of and passion for plants, insects and the environment. This person is comfortable in the public eye and able to deliver programming to a wide range of demographics – excellent written and oral communication skills are required. A proven leader, this individual will be expected to take over all aspects of the education department. A creative, detail-oriented educator, this person must also be fluent with Microsoft Office applications, have a positive attitude, work well individually and as part of a team, be mature, flexible, friendly and goal oriented.

Availability:

The educator must be willing to maintain a flexible schedule, including working weekends, evening and holiday hours as necessary. This job is a full time, exempt position and requires a minimum 40-hour workweek.

Physical Demands:

The educator position requires the ability to stand, walk, sit, do work requiring hand, finger and arm movement, reach, climb, stoop, talk and listen. The ideal candidate will also be able to lift, carry or cart a minimum of 50 pounds for a distance of 300 feet or more. The candidate should be tolerant of hot, humid and uncontrolled climates, able to work in and out of doors and able to operate motorized vehicles, hand-carts and chair and table dollies, as well as other tools as required.

Synopsis:

The ideal candidate for the position of educator provides supervision and leadership for the educational programs and exhibits, is responsible for program development, planning educational programs, delivery and assessment of programs and project. Management and leadership skills are essential, along with the desire to achieve the mission of the organization. The overall success of this employee will be determined by their ability to excel in the tasks listed above.