



## **On-Call Environmental Educator & Sprouts Preschool Substitute**

### **Position Summary**

On-Call Environmental Educators will assist with field trips, summer and spring break programming, birthday parties, and other events/programs as needed. On-Call Environmental Educators will substitute for Sprouts Garden Preschool as the assistant teacher as needed throughout the school year. Opportunities for leading regular weekly After School in the Gardens, Tots in the Gardens, tours, and birthday party programming is available.

### **Primary Responsibilities**

- Serve as a substitute for Sprouts Garden Preschool and Summer Camp in the Gardens
  - Assist in carrying out daily lesson plans directly relating to nature-based curriculum
  - Supervise children at all times
  - Interact with children outdoors, being attentive to children's needs, questions, and requests
  - Support classroom management, record keeping, and file management
  - Support a multi-cultural and inclusive learning environment
  - Follow all emergency procedures and COVID-19 protocols
  - Assist in organizing indoor and outdoor spaces to keep the classroom safe, clean, and organized
- Maintain a clean and safe environment following CDC guidelines
- Assist in large group field trips or other private programming as needed
- Assist with other educational programs and events for youth, families, and adults as needed.
- Lead programming for private programs such as birthday parties and tours.
- Interact and work with the general public, Garden members, teachers, and volunteers
- Assist in maintaining the condition and organization of educational materials, supplies, and equipment.

### **Minimum Qualifications**

- Must be 18 years or older with a high school diploma or equivalent
- Comfortable teaching outdoors
- Must pass a background check

- Strong decision-making skills to respond to risk management, emergencies, or difficult situations
- Ability to handle multiple tasks and roles patiently and professionally
- Ability to adapt and be flexible in quickly changing environments
- Strong organizational skills, detail-oriented
- Ability to work as part of a team

#### **Desired Skills and Abilities**

- Environmental education experience (1 year)
- Experience working with children ages 3-5 years old (1 year)
- Red Cross First Aid and CPR Certification including Pediatric (required before starting the position)

#### **Physical Demands**

This position requires the ability to work outside in various weather conditions. The employee is frequently required to walk, stand and sit for extended periods. This employee will occasionally climb or balance and stoop, kneel and crouch. This employee must frequently lift and or move up to 30 pounds and occasionally lift or move up to 50 pounds.

**Reports to:** Event & Education Manager

**Compensation:** starting at \$15 per hour

**Schedule:** This is an on-call position and hours vary depending on the season and education schedule. Candidates should be flexible and available on both long-term and short-term notice. Field trip and regular programming will be scheduled in advance, substitute hours may be scheduled with long- or short-term notice and hours would be Monday-Friday 8am-4pm.

**Start Date:** March 2022

To apply email your resume and contact information for three references to Elise Schuler, Education & Events Manager, [eschuler@monkgardens.org](mailto:eschuler@monkgardens.org). This position will remain open until filled. Applications will be reviewed when received.

Monk Botanical Gardens is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe inclusion and diversity within our staff, board, volunteers, and visitors are essential to our success. Monk Botanical Gardens recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.