Friends of the National Arboretum
Job Opening: Youth and Family Programs Educator
March 11th - November 13th
32 hours/week plus one Saturday/month

POSITION OVERVIEW
Friends of the National Arboretum (FONA) seeks an enthusiastic, energetic Youth and Family Programs Educator to work with Washington Youth Garden (WYG) to lead our SPROUT (Science Program Reaching OUT) and monthly Family Garden Days.

This position will work closely with the WYG Program and Garden teams to lead and help coordinate all SPROUT field trips (over 4,000 students per year). They will also support families visiting the garden through structured monthly 2 hour Family Garden Day programs, and by updating and creating unstructured activities they can participate in independently. They will have the opportunity to build garden knowledge, learn new teaching and group management techniques, and work directly with youth (primarily PK-5) in our one-acre garden at the U.S. National Arboretum.

The mission of the Washington Youth Garden is to nurture curious minds and healthy bodies by connecting youth to food, the land, and each other.

REQUIRED SKILLS & EXPERIENCE
The Youth and Family Programs Educator will be energetic, comfortable working outside in all weather, and a confident communicator with children PK-12, as well as peers. They should be interested in garden maintenance, and comfortable working with a variety of staff members to ensure SPROUT programs run smoothly for participants.

The ideal candidate will have experience with the following:
- 1+ years minimum informal, garden-based teaching of children (aged 3-13)
- Experience or comfort cooking with youth
- Experience with family and/or drop-in style programs
- Working with black, latinx, and/or poor people
- Using Google Docs and Microsoft Office

Expected certificates and licenses:
- Driver’s License (preferred, but not required)
- First Aid (can attain through professional development after hire)

Fluency in Spanish or other languages beneficial.

REPORTS TO: On-Site Program Manager
PRIMARY RESPONSIBILITIES

While there is a lot of seasonal variability in this work, averaged over the course of the year, we expect the Youth and Family Programs Education to be spending the approximate percentage of time on different functions:

- **SPROUT Field Trip Program (70%)**
  - Facilitation (50%)
    - Lead students (10 max) in 90-120 minute hands-on garden activities through SPROUT program; approximately 5 trips per week, though some weeks will have more and many may have up to 7-8 trips per week;
    - Set-up and clean-up responsibilities;
    - Meet the bus at the start of the field trip, lead orientation, gather permission slips and sign in chaperones
    - Capture quality photos and videos primarily of SPROUT and other WYG events;
    - Perform garden maintenance tasks during breaks in SPROUT programming;
  - Coordination (20%)
    - Maintain educational materials and educational spaces;
    - Communicate with visiting groups via phone in advance of their trips
    - Gather and record program data and permission slips
    - Assist with program coordination and design

- **Family Programs (20%)**
  - Family Garden Day (15%)
    - Update and finalize monthly Family Garden Day program activities
    - Lead Family Garden Day program (2nd Saturday of each month)
    - Work with On-Site Program Manager to promote Family Garden Day and recruit new participants
  - Drop-in Programs (5%)
    - Maintain basic kits WYG staff can place in key areas of the garden for families to participate in self-directed activities
    - Develop new kits with Program staff

- **Green Ambassadors high school internship Program (5%)**
  - Provide formal and informal feedback to Green Ambassadors;
  - Deliver workshops and support cooking and gardening work sessions

- **FONA-wide Responsibilities (5%)**
  - Act as an ambassador for FONA, present gardening and garden education workshops at conferences and teacher trainings;
  - Occasionally attend fundraisers and other special events.
WORK SCHEDULE & COMPENSATION
Work schedule is Tuesday-Friday, 8:30-5:00 (some flexibility), with additional hours the second Saturday of each month. Expected pay range is $17-18/hr - Salary is subject to FICA and income taxes. Reimbursement for program-related travel at the standard federal mileage rate, and cell phone reimbursement is available. Federal holidays and generous accrued paid time off. Seasonal positions are not eligible for health insurance benefits or retirement benefits.

The expected start date is March 11th, 2020. Position concludes November 13th.

TRAVEL
This position is based out of the U.S. National Arboretum, with occasional travel to local schools for programs.

HOW TO APPLY
Send resume and cover letter to jobs@fona.org. Write “Youth and Family Programs Educator” in the subject line. Applications will be reviewed on a rolling basis, and will not be accepted after February 16th.

All applicants will be required to complete a background check during the interview process.

Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.

ABOUT FONA
Friends of the National Arboretum (FONA) is a nonprofit membership organization working to preserve and enhance the U.S. National Arboretum (USNA) and bring this remarkable resource to life as an important part of the city and region. We work to provide financial support, educational and visitor programs to advance the Arboretum’s dual missions of research and education.

Established in 1982, FONA is headquartered on the grounds of the Arboretum in Northeast Washington, DC. We are growing rapidly and looking to add a dynamic member to our team. The primary program of FONA is Washington Youth Garden. Founded in 1971, Washington Youth Garden provides unique environmental science and nutrition education programming for youth and families. WYG nurtures curious minds and healthy bodies by connecting youth to food, the land, and each other.

Washington Youth Garden manages a one-acre organic demonstration garden on the grounds of the U.S. National Arboretum (USNA), in addition to five active school gardens. Through these outdoor classrooms, WYG offers year-round gardening and nutrition education through four programs: SPROUT, Green Ambassadors Program, Garden Science, and Family Programs. For more information about our programs, see www.washingtonyouthgarden.org/wygprograms.