POSITION OVERVIEW
Friends of the National Arboretum (FONA) seeks an enthusiastic, adaptable Youth Programs Educator to work with Washington Youth Garden (WYG) to lead our SPROUT (Science Program Reaching OUT) and Green Ambassadors (GAP) programs. During the 2020 season, this position will shift between leading SPROUT field trips (primarily serving PK-5 students) in the spring and fall, to preparing for and then leading the Green Ambassadors internship program (serving high school students) in the late spring and summer and its extension, GAP Guild, in the fall.

This position will work closely with the WYG Program and Garden teams to support all garden-based programs. They will have the opportunity to build garden knowledge, learn new teaching and group management techniques, and work directly with youth of all ages 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 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 organized, and take initiative to help all WYG programs run smoothly throughout the entire season.

The ideal candidate will have experience with the following:
- 1+ years minimum informal, garden-based teaching of children (aged 3-13)
- Experience in youth development (ages 14-21)
- Experience or comfort cooking with youth
- Working with black, latinx, and/or poor people
- Using Google Docs and Microsoft Office
- Carpentry, use and maintenance of basic power tools
- Driving a truck and/ or 15 passenger van

Expected certificates and licenses:
- Driver’s License
- 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 Programs Educator to be spending the approximate percentage of time on different functions:

- **SPROUT Field Trip Program (45%)**
  - Heavily weighted to spring (March-June) and fall (late August-November)
  - Lead students (10 max) in 90-120 minute hands-on garden activities through SPROUT program
  - Set-up and clean-up responsibilities
  - Maintain educational materials and educational spaces
  - Perform garden maintenance tasks during breaks in SPROUT programming
  - Capture quality photos and videos primarily of SPROUT and other WYG events
  - Assist with program coordination and design

- **Green Ambassadors high school internship Program (50%)**
  - *Program Development (10%); heavily weighted to spring*
    - Work in partnership with On-Site Program Manager and Garden Manager to design GAP Farm Crew schedule
    - Implement recruiting efforts for GAP participants, including:
      - Lead outreach tables at school and community events
      - Offer short interviews to interested participants
      - Follow up with candidates over email and text message
      - Lead orientation events at WYG demonstration garden
  - *GAP Farm Crew Implementation (30%)*
    - Collaborate with On-Site Program Manager and GAP Coordinator to coordinate logistics, including organizing paperwork and payroll, driving a 15-passenger van and/or pickup truck, and coordinating with partner organizations;
    - Facilitate program orientation for youth and provide daily supervision;
    - Track Green Ambassador commitment to program standards of conduct;
    - Provide formal and informal feedback to Green Ambassadors;
    - Demonstrate consistent communication skills, positive attitude, and work ethic
    - Deliver workshops and facilitate informal learning throughout 6-week program;
    - Complete program assessment and data collection of program participants;
    - Assist with program evaluation and documentation;
    - Other tasks as needed to ensure safety, continuity, and meaningful learning
  - *Fall GAP Guild (10%)*
    - Work with On-Site and Off-Site Program Managers to determine schedule of fall events (approximately 8 Saturdays and weekdays September-November)
    - Recruit and select former GAP participants to the Guild
    - Communicate with Guild participants;
    - Act as primary GAP point of contact and facilitator for Guild events

- **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 normally Monday-Friday, 8:30-5:00 (some flexibility) with a shift to semi-regular Tuesday- Saturday required during the fall season. Expected range is $18-20/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 extensive local travel utilizing a 15 passenger van or truck during the 6 week summer Green Ambassadors program, and weekly utilizing a truck during the Fall Green Ambassadors program.

HOW TO APPLY
Send resume and cover letter to jobs@fona.org. Write “Youth 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.