



POSITION DESCRIPTION

TITLE: Education Coordinator
DEPARTMENT: Education
REPORTS TO: Director of Education and Guest Experience
STATUS: Non-Exempt
HOURS: Full-Time, 40 Hours/Week, including some nights and weekends
DATE: February 2021

POSITION SUMMARY

The Education Coordinator is responsible for maintaining and advancing educational opportunities for children, families and adults to fulfill the mission of Green Bay Botanical Garden to connect people with plants. This position is responsible for planning and leading children & family programs, coordinating adult programs to be taught by outside experts, and collaborating with other departments to promote these programs. This position will also coordinate and lead educational programming with schools, day cares and community groups.

CORE COMPETENCIES & ESSENTIAL FUNCTIONS

1. Develop educational programs, drop-in activities and events, including creating new and improving existing curriculum, and recruit new class instructors
2. Promote, schedule and evaluate tours and outreach programs for schools, daycares and community groups
3. Lead scheduled school, adult and day care tours, and family classes including summer day camps, story time and gardening activities
4. Assist in the management of volunteers and interns to implement programs, including training and scheduling
5. Administer programs including class registrations, set up, check in and evaluation
6. Participate in the design and programming planning and implementation for the Children's Garden Expansion
7. Collaborate with marketing to plan for educational content for interpretive signs, blogs & social posts, assist in writing and producing content
8. Assist Education Manager in the development and management of the education department budget
9. Work with Education Manager in developing the educational components of special Garden-wide exhibits
10. Serve on the Garden's Sustainability Committee
11. Maintain adult and children's lending libraries
12. Attend and assist with Garden events as requested, including WPS Garden of Lights in the winter
13. Fulfills administrative duties as assigned
14. Other duties as assigned

QUALIFICATIONS, SKILLS & PHYSICAL REQUIREMENTS

1. Bachelor's degree in horticulture, education, environmental education, interpretation, environmental science or related field, with at least 2 years of experience with curriculum writing, program development and leading programs for a variety of ages, or equivalent combination of education and experience
2. Excellent written, verbal and interpersonal communications skills, including public speaking, with a sincere desire to serve the public
3. Organizational skills and computer skills, including but not limited to: database management, MS Office, general computer knowledge
4. Must be flexible in working hours and environment, as many events are held outdoors and evenings and weekends are required on occasion.
5. Must be physically able to stand, kneel or walk for extended periods of time, lift up to 20 lbs. and work outside in all types of weather conditions.

STANDARD BENEFITS

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health and dental insurance coverage
- Life insurance
- Retirement Plan/401 (K) (available to enroll after six months or 1,000 hours)

STANDARD WORK PERKS

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event, subject to availability

To apply: Email [completed application](#), cover letter and resume to info@gbbg.org by March 1, 2021.

EQUAL OPPORTUNITY EMPLOYER

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.