

## Ms. Smarty-Plants™ Bilingual Educator - Job Description

<b>POSITION TITLE:</b>	Bilingual Educator
<b>DEPARTMENT:</b>	Education
<b>REPORTS TO:</b>	Director of Operations & Programs
<b>CLASSIFICATION:</b>	Part-time (20-25 hours per week)
<b>SALARY:</b>	\$20-\$25/hr.
<b>APPLICATION:</b>	<a href="#">Click here to apply</a>

### JOB DESCRIPTION:

The bilingual educator is responsible for providing quality education experiences to groups of K-6<sup>th</sup> grade students. As the character/educator, Ms. Smarty-Plants™, you will instruct students using interactive teaching techniques and the Ms. Smarty-Plants™ curriculum. Student-based programs include, but are not limited to, outreaches, camps, virtual field trips and on-site school group field trips. This individual should have a passion for education, children, and the ability to use innovative methods for conveying conservation messages and concepts.

### PERFORMANCE DUTIES:

- Perform/teach in character as Ms. Smarty-Plants™ (training will be provided)
- Adhere to costume requirements of the Ms. Smarty-Plants™ character.
- Lead garden tours, virtual classroom and/or outreach presentations.
- Engage the public with positive conservation and gardening messaging.
- Encourage student's enthusiasm for conservation efforts by presenting materials in a fun and creative manner.
- Create a classroom environment conducive to learning by employing a variety of hands-on, positive teaching techniques.
- Travel to and from outreach locations.

### REQUIRED QUALIFICATIONS

- Bilingual/Spanish, both oral and written.
- B.A./B.S. in Education, Environmental Sciences, Sustainability, or related field.
- Minimum 2 years teaching experience in a classroom, science center, zoo, or nature center.
- Proven proficiency instructing and coordinating school and public-based audiences, in a classroom and in the field.
- Experience working with audiences of diverse ages and ethnicities.
- Proven ability to work in a team or independent environment.
- Valid driver's license.

### PREFERRED SKILLS

- Proficient with computer programs such as, Microsoft Office®, Outlook, Zoom, Google, or other office suite programs. Canva and Publisher a plus.
- Animal handling experience.
- General knowledge of CA State Standards.
- Interest or experience in public gardens, museums and/or nonprofits a plus.

### ABILITY TO

- Effectively present to a variety of age groups using interpretive techniques.
- Instruct programs utilizing written curriculum.

- Engage groups of up to 100 people.
- Communicate clearly both verbally, and in writing, to staff, volunteers, and guests.
- Take initiative with minimal supervision.

Please send all applications to the Ms. Smarty-Plants™ Program Manager, Lauren Magnuson at [Smarty-Plants@thegarden.org](mailto:Smarty-Plants@thegarden.org).

### ***Working Conditions***

*The physical environment requires the employee to work both inside and outside. Moderate physical activity required. Handling of average-weight objects up to 25 pounds, or standing and/or walking for more than 2 (two) hours per day. Very limited exposure to physical risk. Workplace is non-smoking and drug-free. Weekend and evening hours may be required.*

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***About the Water Conservation Garden:*** *The Water Conservation Garden, a nonprofit organization founded in 1999, is a 6-acre public garden whose mission is “promoting water conservation in the southern California landscape through excellent programs and exhibits that educate and inspire the public.” The Garden serves over 60,000 visitors annually and offers educational tools via 16 display gardens and a full program of tours, classes, and events for children, adults, families, and landscape professionals, both on-and off- site.*

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***Employment at the Water Conservation Garden:*** *It is the policy of Water Conservation Garden to provide equal employment opportunities to all qualified persons without regard to race, creed, religion, sex, sexual orientation, age, national origin, physical or mental disabilities, marital status, veteran status, or any other status or characteristic protected under federal, state, or local law. The Immigration Reform and Control Act of 1986 requires the Water Conservation Garden to hire only individuals who are eligible to work in the United States. Upon the employee’s reporting for the first day of work, an individual will be expected to present proper documentation establishing employability.*