



# Spanish Bilingual Environmental Educator



**Location:** The Water Conservation Garden

**Schedule:** 15-22 hours week. Part-time, occasional evening & weekends required

**Reports to:** MSP Programs Manager

**Compensation:** \$20-22 per hour (BOE)

**Classification:** Nonexempt

**Website:** [www.mssmartyplants.org](http://www.mssmartyplants.org)

## Job Description

As part of the Ms. Smarty-Plants™ (MSP) and Friends education team, this position is responsible for delivering conservation and environmental science lessons as one of the Ms. Smarty-Plants™ Earth Hero characters (refer to [www.mssmartyplants.org](http://www.mssmartyplants.org) for characters). They encourage active inquiry, promote respect for self, others, and the Earth, in both an outdoor and indoor learning environment with high importance on conservation education. This position is responsible for teaching hands-on, age-appropriate lessons during programs as needed.

**Duties and Responsibilities** (this does not include all tasks associated with this position)

## Program Delivery:

- Teaches weekly conservation/environmental education as a Ms. Smarty-Plants™ Earth Hero character, for students onsite and offsite.
- Assists in developing and updating hands-on conservation/environmental science lesson plans for grades TK - 8th grade according to Next Generation Standards and Common Core curriculum.
- Prepares materials and supplies for lessons.
- Supports the implementation and facilitation of supplemental programs for youth such as the Lil' Sprouts Storytime program.
- Interact interns and volunteers in the day-to-day operation of field trip programs.
- Supports development and distribution of program evaluation surveys and other data collection tools.
- Prepares materials as needed by the Education Manager for grants.
- Uses a portion of weekly hours to maintain program materials, props and organize program photos.

## Communication and Outreach

- Communicates regularly with MSP Programs Manager and attends monthly education staff meetings focused on team building, staff development, and training.
- Represents Ms. Smarty-Plants™ and The Water Conservation in the community at professional and community events.
- Provides support for annual fundraising events, Ms. Smarty-Plants™ Goes Batty, and other Garden events as needed.

**Minimum Qualifications:**

- Minimum two years' experience and/or training in education, conservation/environmental education, sustainability, theater/performance, teaching children or equivalent combination of education and experience in an outdoor or classroom setting.
- Proven ability to successfully design and deliver educational programs for children.
- Organized and detail-oriented with demonstrated ability to complete tasks on deadline.
- Project management and organizational skills including use of calendars and spreadsheets.
- Strong group facilitation skills including the ability to educate a diversity of audiences and ages.
- Commitment to diversity and equity.
- Mandatory LiveScan (upon hiring).
- Proof of Covid-19 vaccination required.
- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks.

**Language Ability:**

- Must be fluent in English and Spanish.
- Excellent verbal and written communication skills in Spanish.
- Ability to write routine reports and correspondence in Spanish.
- Ability to speak effectively before groups in Spanish.

**Computer Skills:**

- To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, Google Apps) and basic social media platforms (Facebook, Instagram, Twitter)

**Certificates and Licenses:**

- Acceptable DMV record and valid driver's license required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Ability to stand, stoop, reach and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to stand for long periods and walk on uneven surfaces and long distances.
- Ability to lift, push and/or pull objects, which may approximate 30 pounds.
- Ability to work with and in proximity of equipment with moving mechanical parts.
- Ability to work outdoors and tolerate varying weather conditions.

**About the Water Conservation Garden:** *The Water Conservation Garden, a nonprofit organization founded in 1999, is a 5-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 50,000 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. In 2007, the Garden won the Rain Bird Corporation’s international award for leadership in water conservation; in 2009, Sunset Magazine listed the Garden as one of the “Top Ten Western Gardens.”*

**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.*

#### **WORKING CONDITIONS**

The physical environment requires the employee to work 85% outside and 15% inside during summer weather. Moderate physical activity required. Requires handling of average-weight objects up to twenty-five pounds or standing and/or walking for more than three hours per day, limited exposure to physical risk. The workplace is non-smoking and drug-free.

Please send all resumes to [smartyplants@thegarden.org](mailto:smartyplants@thegarden.org)

We can change the WORLD  
with our own two hands!



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GARDEN  
www.thegarden.org