

The Water Conservation Garden

Job Description

POSITION

Education Assistant

CLASSIFICATION:

Part Time, Hourly, Non- Exempt \$20-\$22/hr. (20hr/week)

SUMMARY:

The Education Assistant is responsible for providing quality education experiences to groups of K-6th grade students and positive guest experience during community events and in front of house. You will instruct students using interactive teaching techniques and the Nature Explorer curriculum. Student-based programs include, but are not limited to, outreaches, garden events and on-site school group field trips. This individual should have a passion for education, children, and community and the ability to use innovative methods for conveying conservation messages and concepts.

DUTIES AND RESPONSIBILITIES:

- Perform/teach educational programs and assist with guest experiences.
- Lead garden tours and/or outreach presentations.
- Assist the Community Program Manager with community workshops and garden events
- 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.
- Assist with marketing of community programs.
- Occasional front of house greeter when education programs are on hiatus.

QUALIFICATIONS

- 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.
- Bilingual/Spanish, both oral and written highly desired.
- 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.
- Familiarity with social media platforms and marketing
- 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 80 people.
- Communicate clearly both verbally, and in writing, to staff, volunteers, and guests.

SUPERVISION

Community Programs Manager

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.

About the Water Conservation Garden: *The Water Conservation Garden, a tax exempt government entity 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.*

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.*