

Environmental Educator / Lecture Coordinator

Full-time; year-round

Application Deadline: Friday, September 28, 2018



Organization Description: Ladew Topiary Gardens is a nonprofit, 501 (c)(3) organization whose mission is “to maintain and promote the gardens, house and facilities in keeping with the creative spirit of Harvey S. Ladew for the public benefit and for educational, scientific and cultural pursuits.”

Job Summary: Help promote an awareness, understanding and appreciation for the natural world. Coordinate, plan and teach hands-on, environmental education and garden-related programs to children, adults and families.

Responsibilities:

Adult Education:

- Coordinate fall and spring lectures
- Staff Ladew’s Adult Education Committee
- Manage Ladew’s speaker’s bureau
- Assist with training college interns and volunteer program leaders
- Assist with Volunteer Open House, Brushes and Blooms, Garden Festival

Children’s Education:

- Teach visiting school groups from pre-school to high school
- Plan and teach summer nature camps

Family Education:

- Help coordinate, plan, teach weekend and evening family programs and events including Maple Magic, Family Nature Explorers, Garden Glow, Christmas Open House and more

Other Responsibilities, as needed:

- Participate in various outreach programs throughout the community
- Support the education and administrative staff with social media posts, answering phones, marketing/advertising programs, program registration, budgeting, writing articles and grants
- Assist in the coordination and oversight of Ladew’s native butterfly house and garden
- Assist with garden and trail maintenance

Qualifications:

- Passion for environmental education and the natural world
- Bachelor’s degree in education, biology or related field preferred, or equivalent experience
- Experience and enthusiasm for teaching children and adults
- Good organizational, administrative and computer skills; proficient with Microsoft Word, Excel and willingness to learn other computer programs
- Experience in designing and implementing environmental education curricula and activities
- Friendly, flexible, creative, self-motivated personality with good communication skills
- Ability to walk for up to two consecutive hours and lift heavy objects up to 30 lbs.
- Willingness to work in all weather conditions

Compensation:

- Salary commensurate with experience
- Medical benefits available
- Matching 401K program available
- Paid vacation, sick and personal time

To Apply: Email cover letter, resume, and the names and contact info of three references to Education Director, Sheryl Pedrick. spedrick@ladewgardens.com.