



Greater Des Moines  
**Botanical Garden**

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**Job Description: Program Specialist: Youth Summer Camp Instructor**

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**Reports to:** Youth Education Coordinator  
**Status:** Non-Exempt  
**Schedule:** Full-time, Seasonal, Monday through Friday, May 29 to August 24, with occasional weekend and evening hours.

**Revision Date:** December 2017

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**Position Summary**

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Oversee and lead day-to-day programs and activities of the Botanical Garden Summer Camp Program (June 18-22, June 25-29, July 9-13, July 16-20, July 23-27, July 30-August 3, August 6-10 and August 13-17) as well as assist the Youth Education Coordinator to deliver other youth education programs during the summer.

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**Primary Responsibilities**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Work in collaboration with the Youth Education Coordinator to develop camp curriculum and lesson plans
- Lead and teach camp lesson plans and activities for each of the Botanical Garden summer camp weeks
- Oversee teen volunteer camp assistants
- Provide primary responsibility for the supervision and safety of campers during designated camp weeks
- Comply with all safety policies, practices and procedures of the Botanical Garden
- Establish a positive relationship with all program participants by being a role model for campers
- Greet and engage with families and campers to provide meaningful and positive experiences
- Effectively monitor camper behavior and demonstrate ability to use appropriate decision-making skills and work with youth of different ages and skill levels
- Be responsible for maintaining summer camp program spaces, set-up, storage and inventory of supplies and materials
- Demonstrate enthusiasm for teaching with a warm, friendly personality and the ability to communicate effectively with program participants, staff, volunteers and the general public
- Support and assist the Youth Education Coordinator in the development and delivery of other youth education programming, such as guided and unguided field trip programming
- Support the education team in other program areas and special events as needed under the Education Department

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**Success Factors**

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In conjunction with position-related skills, the successful candidate will become an integral member of the Botanical Garden team with these criteria:

- Collaborate with Botanical Garden team members in order to achieve successful outcomes for education programming with respect to utilizing space, marketing, plant collections and other shared resources
- Serve as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden mission and offerings at special events and outreach opportunities

- Develop, maintain and promote positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals
- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission

## **Qualifications**

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The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

### **Education and Experience**

- Bachelor degree in science education, botany, biology, horticulture or related field of study is preferred
- Experience in curriculum and/or program development for multigenerational audiences
- Minimum one-year experience working with youth
- Experience teaching and delivering programs, public tours and/or public speaking required
- Bi-lingual or multilingual desirable

### **Knowledge, Skills and Abilities**

- Current CPR, First Aid and AED certification
- High level of organization, flexibility and ability to handle situations in a professional manner
- Comfortable engaging and working with children
- Knowledge of child development and different learning styles
- Ability to interact in an appropriate and professional manner with the general public, staff and volunteers
- Knowledge of rudimentary plant science, gardening, horticulture and the natural world
- Valid driver's license

## **Work Environment and Physical Demands**

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The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous communication and/or interaction with staff, volunteers, visitors and management
- Occasional bending, stooping, reaching, crouching or light lifting (up to 50 lbs)
- Prolonged periods of standing, walking or delivering programs in varying environmental conditions
- Requires good hand-eye coordination, arm, hand and finger dexterity including the ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information

## **About the Organization**

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The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Our team at the Botanical Garden takes pride in our core values and are dedicated to demonstrating them in our daily work.

**Teamwork** – We achieve together what we cannot achieve alone.

**Trust** – We are confident in each other's integrity, strength and ability.

**Creativity** – We embrace the spirit of innovation to find a better way.

**Excellence** – We expect and deliver a superior experience that exceeds expectations.

## **Position Application**

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Qualified candidates should submit a cover letter, application, three references and a resume to [bghr@dmbotanicalgarden.com](mailto:bghr@dmbotanicalgarden.com). Applications will be accepted until April 2, 2018. Only electronic applications are accepted. No paper applications will be considered.