

# Hoyt Arboretum Field Trip Coordinator

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**Reports to:** Program Manager

## **Program Description**

Hoyt Arboretum is Portland's museum of living trees. Each year, our student field trip program hosts thousands of youth from all over the Portland Metro area. These field trips, supervised by the Field Trip Coordinator and supported by volunteer Arboretum Naturalists, engage students in trailside environmental education focusing on local ecology and the importance of trees in the natural world. The Field Trip Coordinator will gain experience with program coordination, working with volunteers, and teaching environmental trailside education in an informal setting.

## **Responsibilities**

- On-site leadership for school field trips, workshops and family programming
- Ability to lead small groups on a 90-minute field trip of the arboretum's trails
- Maintain education supplies
- Support the training and onboarding of new volunteer Arboretum Naturalists
- Become familiar with Hoyt Arboretum safety and communication protocols

## **Qualifications**

- Experience in teaching elementary school-age students from a variety of backgrounds, preferably in an outdoor education or field trip setting
- Background in environmental education or natural sciences
- Experience working with volunteers
- Love of the outdoors, and comfortable walking on trails
- High energy and enthusiasm for teaching elementary school-age youth
- Good communication and public speaking skills
- Proficiency in Spanish preferred

## **Time Requirements**

This position is required to work Tuesday-Saturday mornings from March-June with an anticipated start date of March 9<sup>th</sup>. Flexible summer hours are available.

## **Compensation**

This is a part-time position consisting of 20-25 hours per week. Hourly compensation is \$16-18 per hour.

**To Apply:** Please apply by February 28<sup>th</sup>. Submit your resume, cover letter, and three (3) references as a single PDF to Emily Lytle, Program Manager, at [emily@hoytarboretum.org](mailto:emily@hoytarboretum.org). **Due to the large number of applications, we may not be able to reply to all candidates.**

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment. This job description is not all inclusive and may be amended.