

# Hoyt Arboretum Friends



## **YOUTH PROGRAMS COORDINATOR**

### ***Position Description***

**Position:** Youth Programs Coordinator

**Reports to:** Education Programs Manager

**Classification:** Full-time, 40 hours per week (Tuesday-Saturday), non-exempt

**Pay Range:** \$20-\$22/hour

**Application Deadline:** To ensure full consideration, please apply by Monday, February 14, 2022 at 5pm

### **Position Summary**

Hoyt Arboretum Friends (HAF) is seeking a Youth Programs Coordinator to work Tuesdays-Saturdays to assist in the growth of youth and family programming. This position will help with the coordination, scheduling, and instruction of school and youth-based group field trips. In addition, the Coordinator will help to maintain current programming as well as develop new nature-based and experiential programs for youth and family. Ideal candidates will enjoy teaching young people while encouraging meaningful connections with the natural environment.

**Note:** *Proof of COVID-19 vaccination will be required as a condition of employment*

### **Duties and Responsibilities**

- Leads schools and other youth-based community groups from diverse socioeconomic and cultural backgrounds on 90-minute field trips.
- Coordinates and leads programming for families, homeschool groups, scout groups, preschoolers, and other youth audiences.
- Maintains and organizes education materials, such as teaching aides, education supplies, and resource files; fulfills various administrative tasks.
- Demonstrates excellent communication and customer service skills.
- Supports the onboarding and training of volunteers and seasonal staff.
- Supports building community connections and partnerships with local organizations.
- Supports the Education Programs Manager in developing new youth and family program offerings and writing culturally responsive and inclusive curriculum.
- Assists in tracking program attendance and evaluations.
- Becomes familiar with Hoyt Arboretum safety and communication protocol.
- Perform other duties as needed.

## **Preferred Skills and Experience**

We recognize that there are many different paths, experiences, and non-traditional backgrounds that add value to one's work, and we encourage applicants to apply even if they do not have all of the preferred skills and experience.

- Background in environmental education or natural sciences. Knowledge of trees, plants, and wildlife of the Pacific Northwest.
- Love of the outdoors and comfortable leading groups on trails in varying weather conditions.
- Experience teaching youth from diverse socioeconomic and cultural backgrounds.
- Knowledge of NGSS science standards for K-12 students.
- Familiarity with childhood development and developing age-appropriate programming, especially related to environmental education.
- Demonstrated cultural competency. Personal experience or strong familiarity with the historical context of under-served/under-resourced communities. An understanding of Portland's history of discriminatory practices is highly desired.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office and Google Suite.
- In addition to English; Spanish, Russian, Chinese, or Vietnamese fluency is preferred.

## **Compensation and Benefits**

The pay range is \$20-\$22 per hour and will be based on years of experience and language fluency. We offer 20 days of PTO plus 10 paid holidays, 100% employer paid medical and dental coverage for the employee (family members may be included at the employee's expense) and a 3% retirement contribution. We prioritize a healthy work/life balance.

## **Work Space Expectations for Staff**

The position will have workspace in the Visitor Center at Hoyt Arboretum and will need to be present on days with in-person programs. Hours for this position are generally Tuesday-Saturday from 8:30am-4:30pm, but occasional weeknight and weekend hours may be required based on the program schedule.

## **How to Apply**

To ensure full consideration, please apply by Monday, February 14, 2022 by submitting your resume and cover letter (no longer than one page) that makes sure to address the questions below. We will continue accepting applications after this date, but cannot ensure all will be reviewed.

- How has environmental education been a part of your life?
- What experiences in your life have shaped your views on diversity, equity, access, and inclusion?
- On what date would you be available to start work with HAF?

Email your cover letter and resume as a single PDF document titled LASTNAME\_FIRSTNAME\_YPC.pdf with a subject line of YOUTH PROGRAMS COORDINATOR APPLICATION to [jobs@hoystarboretum.org](mailto:jobs@hoystarboretum.org). No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

### **About Hoyt Arboretum**

Hoyt Arboretum is Portland's museum of living trees. We're proud to be a center for botanical education, conservation research, outdoor recreation, and family-friendly activities. Hoyt Arboretum is also a free public park where all people can take part in the mental, spiritual, and physical enrichment that green outdoor spaces offer. We prioritize providing access and a welcoming environment for people of all backgrounds, so that no one is excluded from the health benefits and educational resources available at our park. Hoyt Arboretum thrives thanks to the partnership between Hoyt Arboretum Friends (HAF), a membership-based, nonprofit organization and Portland Parks & Recreation.

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.

Our Mission and DEAI statement can be found [here](#).