

Hoyt Arboretum Friends



Seasonal Environmental Educator ***Position Description***

Position: Seasonal Environmental Educator

Reports to: Education Programs Manager

Classification: Part-time, 2-4 days a week

Pay Range: \$20-22/hour

Application Deadline: Applications will be reviewed upon receipt and interviews will take place on a rolling basis. To ensure full consideration, please apply by Friday, August 4th at 5pm.

Position Summary:

Hoyt Arboretum Friends (HAF) is seeking a Seasonal Environmental Educator to assist with guided youth field trips. Our guided field trip program hosts hundreds of youth from all over the Portland Metro area. These field trips engage students in hands-on environmental education focusing on local ecology and the importance of trees in the natural world. In particular, this position will help greet school buses, lead large group introductions to the Arboretum for up to 70 students, and guide small groups of 8-12 students with inquiry and nature-based curriculum on the Arboretum trails.

Ideal candidates will enjoy teaching young people while encouraging meaningful connections with the natural environment. They will have experience leading inquiry-based environmental education programs to a variety of ages. The scheduling will vary, however, field trips generally occur in the mornings Tuesday-Friday with a higher volume of groups visiting in the fall and spring. There will also be opportunity to support weekend programming on an as needed basis.

Duties and Responsibilities:

- Leads schools and other youth-based community groups (homeschool, scouts, etc.) from diverse socioeconomic and cultural backgrounds on 90-minute field trips.
- Engages students and teachers, preK and up, in a way that connects them with a greater understanding of the natural environment around them.
- Ensures the health and well-being of participants on field trips and tours.
- Assists in tracking program attendance.
- Becomes familiar with Hoyt Arboretum safety and communication protocol.
- Perform other duties as needed.

Preferred Skills and Experiences:

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.
- Experience with inquiry-based environmental education.
- Love of the outdoors and comfortable leading groups on trails in varying weather conditions (heat, rain, cold, etc.).
- Demonstrate enthusiasm, maturity, flexibility, creativity, and a team spirit.
- Excellent communication and interpersonal skills. Comfortable interacting with the general public and speaking in front of groups of people.
- Experience teaching youth from diverse socioeconomic and cultural backgrounds.
- Familiarity with childhood development and age-appropriate group management techniques.
- 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.
- Ability to carry a messenger-style bag and lift up to 20 lbs.
- Ability to walk on uneven terrain, lift, bend, and kneel as required.
- In addition to English; Spanish, Russian, Chinese, or Vietnamese fluency is preferred.
- All employees will undergo a background check.

Compensation and Benefits

The pay range is \$20-\$22 per hour and will be based on years of experience and language fluency. An employee parking permit or an alternative transportation (walking, biking, TriMet) incentive are provided.

Hours and Work Location:

- Generally, 4 hours per shift and 2-4 shifts per week.
- Shifts are most often in the mornings and ending before 1pm.
- Planned work days and times will be provided in advance and can be flexible with sufficient notice.
- All hours will be completed on-site at Hoyt Arboretum.
- Shifts are most frequent April through mid-June and October through early December.
- Start date Wednesday September 6, 2023.

How to Apply

To ensure full consideration, please apply by **Friday, August 4th at 5pm**. Submit your resume and one-page cover letter 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?

Email your cover letter and resume as a single PDF document titled LASTNAME_FIRSTNAME_EE.pdf with a subject line of SEASONAL ENVIRONMENTAL EDUCATOR APPLICATION to jobs@hoftarboretum.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](#).