

# Hoyt Arboretum Friends



## **YOUTH PROGRAMS MANAGER** *Position Description*

**Position:** Youth Programs Manager

**Reports to:** Education Programs Director

**Classification:** Full-time, 40 hours per week (Monday - Friday), non-exempt

**Pay Range:** \$23-\$28/hour

**Application Deadline:** January 3, 2025

### **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.

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

### **Position Summary**

Hoyt Arboretum Friends (HAF) is seeking a Youth Programs Manager to develop and deliver inquiry-based, environmental education programming that meets the organization's mission of bringing people and trees together.

This role provides oversight for guided school field trips, monthly homeschool programs, preschool walks, self-guided activities, scout programs, summer family events, and seasonal drop-in activities.

The Youth Programs Manager supervises a team of seasonal, part-time staff Nature Educators and volunteers. Together, the Youth Programs Manager and Nature Educators provide welcoming education programs to diverse audiences that visit Hoyt Arboretum. The leadership provided by the Youth Programs Manager will guide this team through the development and implementation of nature education opportunities both on- and off-site. Ideal candidates will enjoy engaging people of all ages and cultural backgrounds with the natural environment.

## **Duties and Responsibilities**

### ***Program Development and Delivery***

- Work closely with the Education Programs Director to coordinate programming for families, homeschool groups, scout groups, preschoolers, and other youth and family audiences.
- Lead school and youth-based community groups from diverse socioeconomic and cultural backgrounds on 90-minute, inquiry-based field trips.
- Teach lessons in elementary and middle school classrooms during winter months to support multi-visit programs.
- Plan and coordinate summer events focused on connecting youth and their adults with trees of the Pacific Northwest.
- Support the Education Programs Director in developing new youth and family program offerings, including writing culturally responsive and inclusive curriculum.
- Spend time walking outside on soft surface trails in all weather conditions for program research, development, and delivery.

### ***Team Leadership and Supervision***

- Hire, train, and supervise a team of part-time, seasonal Nature Educators to lead guided school field trips, represent HAF at off-site events, and provide additional youth and family programming.
- Train, support, and schedule volunteer Nature Educators to assist with youth and family programming.

### ***Administrative and Operational Support***

- Maintain and organize education materials, such as teaching aids, supplies, and resource files; fulfill various administrative tasks.
- Demonstrate excellent customer service and problem-solving.
- Become familiar with and adhere to Hoyt Arboretum safety and communication protocols.
- Evaluate and report on the attendance and effectiveness of all youth-focused programs following each season.

### ***Community Engagement, Partnerships, and DEAI***

- Communicate effectively with teachers and program attendees to answer questions and set clear expectations.
- Support the Education Programs Director in building community connections and partnerships with local organizations, preferably those representing youth and underserved communities.
- Work in partnership with the Communications Specialist to maintain youth education program web pages and market programs to the community.

- Help support and implement the values of Diversity, Equity, Access, and Inclusion for all youth-based programs.

### **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 Next Generation Science Standards (NGSS) for K-12 students.
- Familiarity with childhood development and developing age-appropriate programming, especially related to environmental education.
- Exhibit curiosity and a commitment to lifelong learning in understanding diverse cultures and connecting with learners across cultural differences.
- Personal experience or strong familiarity with the historical context and lived experiences of under-served and under-resourced communities.
- 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 \$23-\$28 per hour and will be based on years of experience and language fluency. We offer 20 days of PTO plus 11 paid holidays. For 2025, HAF is covering 100% of employee medical and dental costs on a Kaiser Permanente plan (family members may be included at the employee's expense) and a 3% retirement contribution. An employee parking permit or an alternative transportation (walking, biking, TriMet) incentive are provided. 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 when in-person programs occur. Hours for this position are generally Monday-Friday 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 Friday, January 3, 2025 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\_YPM.pdf with a subject line of YOUTH PROGRAMS MANAGER APPLICATION to [jobs@hoytarboretum.org](mailto:jobs@hoytarboretum.org). No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

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.