

# Youth Education Coordinator

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 | 508-869-6111

<b>Direct Manager:</b>	Manager of Youth Education		
<b>Department/Group:</b>	Education	<b>Job Category:</b>	Full-time Non-exempt Benefits Eligible
<b>Location:</b>	Boylston, MA	<b>Travel Required:</b>	Yes, local
<b>Salary Range:</b>	\$20-\$21 per hour	<b>Apply:</b>	<a href="https://bit.ly/nebg-jobs">https://bit.ly/nebg-jobs</a>

## Position Overview

The Youth Education Coordinator, under the direction of the Manager of Youth Education, will develop and teach educational programs for children and families, both on- and off-site. The coordinator assists with the planning, development, implementation, and evaluation of youth programs. This programming includes free drop-in learning experiences and resources, traveling programs, scout programs, birthday parties, family classes and camps, and on and off-site field trips for children in grades PreK through 12. As part of the education team, the Youth Education Coordinator assists with all other aspects of the department as needed.

New England Botanic Garden is committed to connecting people with plants, fostering environmental stewardship, and creating meaningful experiences that inspire our community through horticulture, education, and nature.

## Our Culture

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).
- Explore opportunities to attend IDEA workshops and initiatives that foster a culture of belonging across the organization.
- Enjoy comprehensive benefits, retirement savings options, generous paid time off, and holidays.

## Responsibilities

- Lead hands-on educational programs and lessons on gardening, ecology, botany, climate change, conservation, art, and related topics for youth in grades Pre-K to 12, both on- and off-site.
- Coordinate all aspects of the free Nature Play Day drop-in activities in The Ramble children's garden
- Assist with evaluation data collection, input, and analysis for all youth programs.
- Create new dynamic activities, handouts, lessons, and other educational tools focused on topics including art, botany, gardening, environmental science, climate change, sustainability, and more as directed.
- Teach youth education programs as directed, including birthday parties, field trips, scout programs, traveling programs, family classes, in-school programs, vacation week programs, drop-in activities, and summer camps.
- Foster a welcoming and inclusive environment for staff, volunteers, program participants, & visitors.

## Youth Education Coordinator

---

- Work with an awareness of surroundings and be vigilant to any possible threat to the safety of staff and the public, or NEBG. Ensure all concerns are reported promptly.
- Comply with provisions of the current Employee Handbook, all published personnel policies and job description requirements.
- Perform additional duties and responsibilities as assigned.

### Interpersonal Relations

- Build relationships with volunteers, family audiences, visitors, community partners, and staff while exercising cultural literacy and inclusion.
- Collaborate, communicate effectively, and follow up with other departments to acquire information needed for youth education programming. Work collaboratively as a part of a team to achieve shared goals.
- Give and receive feedback and cooperate with staff to solve problems.

### Schedule

The standard work schedule for this position is 40 hours per week not including a daily 30-minute unpaid meal break. This position requires a great deal of flexibility and the ability to work regular weekends, and occasional evenings as needed. Work is generally performed indoors except for field program delivery, which may be conducted outdoors in all weather conditions. Occasional off-site work is required.

### Qualifications

- High school diploma or equivalent and at least two years of relevant work experience in youth education programming, or a bachelor's degree in education, museum studies, community development, environmental studies or related field.
- Demonstrated experience and creativity in teaching educational programs for youth ages PreK-12.
- Enthusiasm for working with children and leading programs focused on environmental science topics.
- Effective classroom management skills and the ability to present information at the appropriate age and grade level.
- Ability to prioritize and coordinate multiple projects simultaneously and work independently.
- Experience with Massachusetts Science and Technology/Engineering or Next Generation Science curriculum standards a plus.
- Experience teaching or background in natural science, gardening, agriculture, botany subjects a plus.
- Must have a valid driver's license, personal vehicle, and be comfortable with local travel.
- CPR and First-Aid Certification; NEBG will provide access to training if needed.
- Mandated Reporter Training; NEBG will provide access to training if needed.
- Head Injury & Safety Training; NEBG will provide access to training if needed.
- Adaptable and flexible; can shift gears comfortably and embrace change.
- Proficiency in Microsoft Office and Google Suite. Experience with customer relations software and Canva a plus.
- Commitment to New England Botanic Garden's mission and demonstrated enthusiasm for creating informal learning experiences that inspire joy and foster a connection with plants and nature.

### Physical Demands / Working Conditions

- Must be able to lift 25 pounds and work outdoors in all seasonal extremes.
- Must be able to bend, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.

## Youth Education Coordinator

---

*Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*