



JOB DESCRIPTION

DEPARTMENT: Programs	TITLE: Education Assistant	REPORTS TO: Youth and Family Programs Specialist
DATE EFFECTIVE:	FULL-TIME or PART-TIME: Part-time	EXEMPT or NON-EXEMPT: Non-Exempt

ABOUT THE SAN ANTONIO BOTANICAL GARDEN

For nearly 40 years, the San Antonio Botanical Garden (Garden) has inspired people to connect with the plant world and understand the importance of plants in our lives. Recognized nationally for commitment to outstanding displays, botanical diversity, education, environmental stewardship, and experiences that connect people to the natural world, the Garden is a top San Antonio attraction that serves as a museum of plants, a tranquil escape, a living classroom, a research and conservation facility, and entertainment venue where art, architecture, music, and theater experiences come to life for more than 160,000 annual visitors. The Garden features 38 acres of nature space located deep in the heart of San Antonio. For more information, visit www.sabot.org.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the San Antonio Botanical Garden Youth and Family Programs Specialist, the Education assistant will offer educational programs and experiences that communicate the importance of plants and nature. This person will work collaboratively with other staff and volunteers to facilitate current programming. Duties include, but are not limited to interacting with guests, assisting with youth and family programs, facilitating drop-in activity stations for program events, gathering and preparing materials for programs, and supporting related educational programs.

SPECIFIC DUTIES

- Under guided supervision, assist with the development and implementation of educational programs in the Garden, including but not limited to school visits, camps, classes, drop-ins, demonstrations, and family events.
- Lead formal and informal educational programs including hands-on activities for classroom and family audiences.
- Work collaboratively on the Programs team to develop goals, objectives and planning for educational programs, as well as hands-on activities for events and other large programs.
- Help greet, direct, and supervise groups visiting the Garden.
- Assist with preparing and sorting materials for exhibits, activities, events, etc.
- Assist with set up and break down of events, programs, classes; provide support for special events.
- Work with fellow employees and garden volunteers to enhance public understanding and awareness of the educational activities of the Garden.
- Help to maintain educational supplies, storage areas and classrooms.

QUALIFICATIONS

- Education: High School Diploma required. Bachelor’s Degree or be in the process of obtaining a degree in, environmental education, early childhood or elementary education, horticulture, natural sciences, nutrition, or other subjects that align with education in an outdoor setting.

- Minimum 1 year previous experience working with children. Previous camp experience in a garden-based or similar informal education learning environment is preferred.
- A strong desire to work with program audiences of all ages including young children, school aged students and adults. The successful candidate will be skilled in their ability to interact positively with children and adults in a garden-based learning environment.
- Ability to work with diverse visitors, staff, and volunteers is necessary while representing the Garden in a thoughtful, friendly, and positive manner with professionalism and competence.
- Excellent verbal and written communication skills are essential for success in this position.
- Basic organizational skills are required.
- A passion for plants and the outdoors with an understanding and appreciation of the mission of the Garden is crucial.
- Flexibility to work a rotating schedule including some weekends and holidays is required.
- Desired, but not necessary, is fluency in Spanish.
- Ability to stand, walk, and bend for extended periods. Ability to lift up to 30 lbs and to bend and reach shelving. Ability and willingness to work out-of-doors in varying weather conditions.
- Position requires the ability to remain positive and engaging in a varying outdoor environment with various weather conditions.
- Work is primarily performed out-of-doors in the Botanical Garden. Holiday and weekend hours may be required. Hours may increase during camp season.

Compensation: Compensation will be commensurate with the qualifications and experience of the individual.

Application Instructions:

To apply, email a cover letter and resume to employment@sabot.org. Please add in the email subject line

Education Assistant.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden, they are considered neither inclusive nor exclusive.

The San Antonio Botanical Garden is an Equal Opportunity Employer