# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>TITLE:</th>
<th>REPORTS TO:</th>
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<tbody>
<tr>
<td>Programs</td>
<td>Conservation and Adult Programs Specialist</td>
<td>Director of Programs</td>
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<tr>
<th>DATE EFFECTIVE:</th>
<th>FULL-TIME or PART-TIME:</th>
<th>EXEMPT or NON-EXEMPT:</th>
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<tbody>
<tr>
<td>January 1, 2023</td>
<td>Full-time</td>
<td>Exempt</td>
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**MISSION**
Enriching lives through plants and nature.

**VISION**
San Antonio Botanical Garden is a world-class garden recognized for outstanding horticulture displays, botanical diversity, education, conservation, and experiences that connect people to the natural world. The Garden embraces the sense of place that makes San Antonio unique.

**VALUES**
Conservation, Education, Inclusion, Innovation and Stewardship.

**ABOUT THE SAN ANTONIO BOTANICAL GARDEN**
Established in 1980, the San Antonio Botanical 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 Botanical 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 360,000 annual visitors. The Botanical 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**
The Conservation and Adult Programs Specialist is responsible for managing the daily operations of the adult programs related to conservation, gardening, arts & culture at the San Antonio Botanical Garden. The Conservation and Adult Programs Specialist uses best practices and audience feedback to design and provide relevant, engaging, and high-quality programming to deepen guests’ connections with plants and nature. The primary duties of this position focus on administering plant-focused water conservation programming, which is supported by the Garden's performance-based contract with the San Antonio Water System. The secondary focus of the Conservation and Adult Programs Specialist is to manage plant-focused programming related to gardening, ethnobotany, arts & culture. The standard work schedule is Monday-Friday with the need to flex to support/lead evening and weekend programming.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
- Manage the daily operations of the conservation and adult programs in a timely manner, including creation of classes/tours/presentations/events, providing copy for marketing use, securing resources (space, supplies, etc.), implementing, evaluating, and assessing.
- Manage the SAWS Water Conservation Programming Contract, including developing, seeking SAWS approval, implementing, and reporting on the required number of workshops, events, presentations, innovative programming or special projects, and outreach presentations to ensure the Garden fulfills and maximizes the SAWS Water Conservation contract.
Co-manage the Guided Walk/Tour Program with Volunteer Specialist.
Manage the ephemeral sign program and maintain its’ organization and inventory.
Supervise part-time conservation educators.
Work collaboratively with Programs Department team members and other departments to align and support programming across all audience areas.
Recruit volunteers with support from the Volunteer Program Specialist; train and maintain an effective working relationship with docents and other volunteers interested in leading/supporting guided tours, walks, and programs.
Manage current and new partnerships with content providers to offer a well-rounded schedule of programs based upon participation and audience feedback.
Work closely with the Director of Programs to meet 2022-2026 Strategic Plan objectives.
Manage the Conservation and Adult Program budget.
Maintain and report participation records, conduct evaluation, and report results.
Must be available for a Monday-Friday work schedule with the need to flex to support/lead evening and weekend programming

QUALIFICATIONS
- 2-3 years’ experience related to providing related educational programming.
- Bachelor’s degree or higher is preferred in one of the following areas: Water Management, Environmental Science, Ethnobotany, Botany, Education, Horticulture, Agriculture, Forestry, Biology, Recreation & Parks, or closely related field.
- Prior management/supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES
- Ability to communicate effectively, professionally, and collaboratively with guests, staff, donors, and volunteers.
- A strong work ethic and creative problem-solving skills.
- Ability to remain positive and engaging in an outdoor environment with various weather conditions.
- Excellent organizational skills with attention to detail and ability to follow-up and manage a complex schedule of programs.
- Proficiency with Microsoft Office Suite.
- A commitment to fostering a diverse and inclusive environment.
- Lifting objects weighing up to 25 pounds
- Knowledge of current trends in public garden, education, museum, or cultural attraction programming.
- Ability to lead trainings, create handbooks, training manuals, standard procedures, and other program materials.

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

APPLICATION INSTRUCTIONS: Click Here to apply and upload both a Cover Letter (Additional Document Section) and Resume (Resume Section).

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