Seasonal Worker - Public Programs Seasonal (arboretum - 2017)
Position Title: Seasonal Worker
Department: Education

Objective
Holden Forests and Gardens (Holden Arboretum & Cleveland Botanical Garden) has one position available for a Public Programs Assistant for the period April through September 2017. The Public Program Assistant supports Holden’s Education Program by assisting with the implementation of weekend programming and camps, conducting tours, and other activities as required.

Supervisor
- Reports to Manager of Family Engagement
- Takes direction from Interpretive Services Coordinator
- Works with Volunteers

Work Location
- The Holden Arboretum – Kirtland, Ohio – less than 30 miles east of Cleveland.
- Encompassing more than 3,600 acres of cultivated gardens, woody plant collections and natural forested areas
- The Holden Arboretum / Cleveland Botanical Garden recently integrated, making the organization the 12th largest public garden in the United States

Responsibilities (include, but are not limited to)
- Assist with the creation and implementation of weekend programming, activities and camps.
- Create interpretation and educational activities for nature play areas on site, Buckeye Bud’s and the Habitat Hut. Also oversee the maintenance and upkeep of the areas and their respective features.
- Serve as an onsite contact for family engagement volunteers.
- Conduct tours for both adult and youth groups.
- Program site and activity maintenance.
- Other activities as required.

Qualifications
- A minimum of an associate’s degree in natural sciences and/or education
- Experience teaching diverse audiences with an emphasis on family group populations
- Excellent verbal and written communication, interpersonal and organizational skills
- Experience in a Windows environment using business application software including Word, Excel, Powerpoint and Publisher
- Experience with public program development in a museum and/or public garden setting is preferred
- Ability to effectively solve medium to complex problems
- Ability to effectively manage multiple tasks
- Highly skilled at speaking, writing and understanding the English language.

Requirements
- Acceptable driving record (3 points or less)
- Must pass a criminal background check and substance screening

Physical Demands
Must be able to perform with or without reasonable accommodation:
- Stand and/or sit for extended periods of time
- Transport oneself by foot over a variety of terrain that may be wet, slippery, uneven or rocky.
- Regular lifting and carrying up to 50 lbs
- Kneeling, bending, stooping, grabbing and reaching
- Work outdoors where the ambient temperature spans 0 - 100 degrees Fahrenheit.
- Independent decision making.
- Work independently as well as on a team

Work Environment
- Perform required tasks in all weather conditions
- Ability to work a flexible schedule, which includes occasional nights and weekends
- April through September
- Five days per week, Sunday - Thursday
- Approximately 40 hours per week

Wages: $10.00

Apply
Review of applications with begin immediately and continue until the positions are filled.

Qualified applicants should submit a resume online:
https://home.eease.adp.com/recruit/?id=15532861

This position will be employed through a staffing agency service.

Posting Date: January 2017
Closing Date: Until filled

Holden Forests and Gardens (Holden Arboretum / Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country’s foremost arboreta.