



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – Horticultural/Environmental Classes & Events Coordinator

Department: Education

Supervisor: Curator of Horticultural & Environmental Education

Pay Type: Full-time, Hourly, Non-exempt

Date Posted: February 9, 2021

Position Summary: The Horticultural/Environmental Classes and Events Coordinator develops and oversees classes and off-site day trips for adults. The Coordinator also assists with organizing and staffing a variety of public programs and events focused on horticultural and environmental education. The Coordinator works closely with the Curator of Horticultural and Environmental Education, the Curator of Arts Education, and the Arts Classes and Events Coordinator. Flexibility will be critical to this role as the Education Department works to expand its staff and restart programs that have been on hiatus during the COVID-19 pandemic. The Coordinator will assist with developing, managing, and staffing summer camps and children's classes for at least the first year of employment.

Essential Functions:

- Develops subject areas for classes and writes class descriptions
- Coordinates all logistics for adult classes, including: identifying and securing teachers, completing contracts and payments for teachers, reserving classrooms, purchasing, and preparing class materials, etc.
- Manages the registration process for adult classes and off-site day trips, including: creating event templates, assisting guests with registrations or cancellations, approving scholarship applications, taking payments, creating rosters and attendance reports, etc.
- Staffs and manages "day of" class needs, including: classroom set-up, class check-in, participant surveys, and classroom clean-up
- Maintains a spreadsheet of revenue and expenses for classes and off-site day trips and works with the Curator of Horticultural and Environmental Education and the Director of Education to meet revenue goals and monitor expenses
- Recruits and trains volunteers for classes as needed
- Serves as Manager on Duty as needed during some evening classes
- Teaches select classes
- Coordinates with the Curator of Horticultural and Environmental Education to evaluate class content, instruction, and participant experience
- Develops, organizes, and staffs bus trips and other off-site days trips
- Coordinates with the Communications Department, the Curator of Horticultural and Environmental Education and the Director of Education to promote classes and off-site day trips to members and the general public
- In close collaboration with the Curator of Horticultural and Environmental Education, assists with coordinating and staffing a range of other public programs and events related to horticultural and environmental education, including but not limited to: plant shows and garden club meetings, lectures, virtual visits and drop-in programs
- Coordinates educational technology for classes and other events and programs focused on horticultural and environmental education
- Participates in professional development relevant to the roles and responsibilities of the position

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests
- A flexible and collaborative culture is important. Other duties may be assigned within the department as well as across the organization.

Education and/or qualifications preferred:

Education: Bachelor's degree in horticulture, science education or a related field; or any combination of equivalent education, training, and work experience

Experience: 2-3 years of teaching or interpretive experience in a formal or informal education setting; project management or event coordination experience

Skills/Knowledge/Licenses: organization and ability to multi-task; excellent customer service skills; comfort with learning new technology and software; STEAM experience and SMART Learning Suite experience preferred; experience with event management/ticketing software preferred; Environmental Educator Certification preferred

Working Conditions: Indoor office environment with outdoor work in varying weather conditions. Occasional standing for long periods of time, walking distances, and lifting up to 25 pounds. Works a schedule that ensures the smooth operation of classes, programs, and events, including regular evenings and weekends.

If you are interested in working for one of West Michigan's premier cultural institutions with a highly motivated team... send your cover letter and resume to hr@meijergardens.org or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.