



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – Children’s Garden Assistant Coordinator

Department: Education

Supervisor: Outdoor Education Manager

Pay Type: Full time, hourly, non-exempt

Date Posted: February 11, 2021

Position Summary: The Children’s Garden Assistant Coordinator assists in developing, coordinating, and staffing activities and volunteers in the Lena Meijer Children’s Garden.

Essential Functions:

- Staff the Lena Meijer Children’s Garden by coordinating daily activities, responding to visitor needs, supervising school groups and general public visitors and monitoring emergency and safety concerns
- Assist with developing and organizing Children’s Garden activities, Discovery Carts, and family days
- Take the lead on planning and presenting selected events and programs
- Work with volunteers and assist with training
- Maintain materials (inventory, assess, refurbish etc.) and equipment
- Staff the indoor Children’s Gallery exhibition as needed

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 education, early childhood education, art education, science education, environmental science, botany or horticulture; or any combination of equivalent education, training and work experience

Experience: 2+ years of teaching or interpretive experience working with children in a formal or informal education setting, botanic garden or museum. Experience working with volunteers.

Skills/Knowledge/Licenses:

- Excellent guest service skills
- Strong communication skills
- Ability to work independently and with direction
- Organized, hard-working, energetic, flexible and efficient
- Positive outlook and friendly demeanor

Working Conditions: Indoor office environment plus significant outdoor work in varying weather conditions. Occasional standing for long periods of time, walking distances, and lifting up to 25 pounds. Flexible hours; regular weekend and evening work required.

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.