



POSITION OVERVIEW

Friends of the National Arboretum (FONA) seeks an enthusiastic, adaptable Educator to support our School Garden Support team work. You will support the Educator Coaching Program (ECP) in throughout the school year and the Summer Institute for Garden-based Teaching (SIGBT) during the summer. You will have the opportunity to build garden knowledge, learn new teaching and group management techniques, and work directly with elementary aged youth in our 8 partner school gardens. You will gain participatory training techniques while supporting engaging professional development for adult educators.

ABOUT US

Friends of the National Arboretum (FONA) is a nonprofit membership organization working to preserve and enhance the U.S. National Arboretum (USNA) in Washington D.C. and bring this remarkable resource to life as an important part of the city and region.

FONA programs include the Washington Youth Garden, School Garden Support, Green Ambassadors, and Recreation and Public Events. Founded in 1971, the Washington Youth Garden has provided a space for over 50 years for youth and families to grow food together and experience unique environmental science and nutrition education programming. The mission of FONA's education programs is to nurture curious minds and healthy bodies by connecting youth to food, the land, and each other.

The vision of the School Garden Support program is for school gardens to be a fundamental part of each school, led by the school community, and integrated into a school's culture and learning environment. We work *with* key school staff rather than *for* them to maintain and use the school garden space to make academic curricular connections, foster mental and physical health, and build community around food.

ABOUT YOU

You are someone who loves engaging with kids (majority preK-5th grade) and adults (teachers, parents and families, school staff) and is excited to contribute to supporting sustainable school garden programs at D.C. schools. You are creative, adaptable, and resilient in the face of challenges. You enjoy getting your hands dirty (literally – we work in gardens 70% of the year) and crave variety in your day to day. You are detail-oriented and prefer to work collaboratively with colleagues and partners. You are familiar with DCPS and/or D.C. public charter schools and D.C. communities in Wards 4, 5, 7 & 8. You have good organizational skills, and are willing to take initiative to ensure FONA's School Garden Support programs run smoothly.

The ideal candidate will have experience, but more importantly interest, in the following:

- Public speaking/ communication
- Collaborating with youth (aged 3-10)
- Comfortable working outside throughout the season
- Gardening, farming, or landscaping
- Collaborating with teachers or schools
- Teaching experience in formal or informal settings, preferred but not required

- Familiarity and connection with Black, Latine, and/or marginalized communities in D.C.
- Spanish language proficiency, preferred but not required
- Using Google Drive and Microsoft Office
- Can lift/ handle up to 40 lbs

Expected certificates and licenses:

- Driver's License
- First Aid (can attain after hire)
- Completion of [DCPS clearance](#) process (can attain after hire)

Prior to employment, FONA will conduct a background check, including criminal and sexual offender checks and education and employment verification.

REPORTS TO: School Garden Program Managers

PRIMARY RESPONSIBILITIES

While there is a lot of seasonal variability in this work, averaged over the course of the year, we expect the School Garden Support Educator to spend the approximate percentage of time on different functions:

- 1) **Program Support and Facilitation (70%)**
 - *Educator Coaching Program*
 - Participate in school garden team meetings to build relationships with school staff, community, and partners
 - Support school garden professional development opportunities for educators such as the Summer Institute, Fall / Spring into School Gardening, etc.
 - Co-facilitate hands-on garden training and professional development for teachers and school staff
 - Lead adult learners and students in small groups in garden activities and tasks
 - Coordinate and implement weekly produce distributions at schools sites
 - Assist with harvest support from the youth garden
 - Facilitate garden-based field trips
 - Support and co-facilitate school-based events such as workdays, cooking demonstrations and taste tests, garden clubs, family nights, etc.
 - *Co-teaching*
 - Co-facilitate 8-week Garden Science Co-Teaching sessions with school garden manager
 - Assist with Garden Science curriculum development
 - Co-create session themes with partner school teachers based on FONA's Garden Science curriculum and framework
 - Support lesson material procurement / creation and supply organization
 - Participate in planning and reflection meetings with Co-Teaching participants, with the goal to be able to lead Co-Teaching sessions on their own

2) **Program Administration** (20%)

- Understand and communicate FONA's school garden support program's vision, goals, and objectives with other FONA teams and program participants
- Maintain communication with FONA staff and partners to support successful program implementation
- Support accurate and timely data collection and entry for programs and evaluation in trackers
- Assist in gathering program feedback during and after programming
- Create resources and promotional materials for programs and events
- Participate in programming meetings to support planning and implementation
- Provide photos and written material for social media, website page, newsletters, and email correspondence

3) **Organizational Support** (10%)

- Act as an ambassador for FONA, facilitating and supporting teacher trainings & external presentations;
- Occasionally attend fundraisers, community events, family programs, and other special events.
- Keep teammates informed about efforts and program highlights.
- Participate in organization-wide meetings

WORK SCHEDULE & COMPENSATION

Work schedule is normally Monday to Friday, 9:00am to 5:00pm, with some flexibility depending on programming hours. Expected salary range is \$44,000-52,000. Salary is subject to FICA and income taxes. Excellent benefits package includes full health care coverage, a matching 401k retirement plan, paid federal holidays and generous accrued PTO, plus travel and cell phone/ internet reimbursement.

The expected start date is late February 2023. Position concludes February 2024.

TRAVEL

This position is based out of the U.S. National Arboretum, with extensive local travel to 8 partner schools across Wards 4, 5, 7 & 8. A car is not required, but helpful. Reimbursement of vehicle miles / public transit is available for non-commute travel.

HOW TO APPLY

Send resume to jobs@fona.org. Write "School Garden Support Educator" in the subject line. In addition, please answer two of the following three questions at this [google form](#).

- What about this position interests you? What do you hope to gain from the experience?
- FONA's youth programs work with primarily Black and Latine communities through DCPS and charter schools in D.C. Please explain your connections to or roots in the communities of Washington, D.C., and/ or your interest in working with D.C. communities.
- Give an example of a time you've led a group or activity with youth or adult learners in the past. What strategies or best practices did you use?

Applications will be reviewed on a rolling basis after January 9th, and will not be accepted after February 5th, 2024.

All applicants will be required to complete a background check during the interview review process.

Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.