

**Friends of the National Arboretum
Job Opening:
Volunteer Coordinator and Garden Educator**
Full Time Position
40 hours/ week



POSITION OVERVIEW

Friends of the National Arboretum (FONA) seeks a Volunteer Coordinator and Garden Educator to support our volunteer efforts, and the youth programs at our Washington Youth Garden. You will have the opportunity to build outreach and communication skills; develop garden skills; learn new facilitation, teaching, and group management techniques; and work with young people from PK to high school, as well as adults and seniors.

Volunteer Coordinator Duties

As a volunteer coordinator, you will communicate with existing, new, and potential volunteers via email and in-person; lead volunteers on community event days and support garden staff for gardening volunteers; and continue to develop our outreach and management plan for volunteers.

Garden Educator Duties

As an assistant to our SPROUT (Science Program Reaching Out) program, you will provide 90 minute self-guided or staff-led interactive garden science experiences to primarily elementary aged students.

As an assistant to our Green Ambassadors Program (GAP), a six week paid summer internship for DC high school students, you will teach hands-on skills such as gardening, cooking, and carpentry as well as interpersonal skills like communication and collaboration.

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 and adults to food, the land, and each other.

ABOUT YOU

You are someone who loves engaging with people, and building relationships with adults and young people. You know communication is key to building relationships. You are comfortable working outside, and like to help connect other people to the natural world. You love thinking through the best way to craft an experience for participants of all ages, and working independently and with your peers to lead programs. You have good organizational skills, and

are willing to take initiative to ensure all FONA programs run smoothly. You crave variety in your days.

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

- Communicating electronically and in-person with adults
- Public programs and events in nature-based settings
- Informal, garden-based teaching of children (aged 3-13)
- Youth development (ages 14-21)
- Supporting experiential education (cooking, small construction projects, gardening, etc.)
- Familiarity and connection with Black, Latine, and/or marginalized communities in D.C.
- Spanish language proficiency
- Using Google Drive and Microsoft Office
- Can lift/ handle up to 40 lbs

Expected certificates and licenses:

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

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

REPORTS TO: Director of Programs (volunteer programs and general); Program Manager (for SPROUT field trips and GAP programming)

PRIMARY RESPONSIBILITIES

While there is a lot of seasonal variability in this work, averaged over the course of the growing season, we expect the Volunteer Coordinator and Garden Educator to spend the approximate percentage of time on different functions:

- **Volunteer Coordination (50%):**
 - In collaboration with senior FONA staff, assess needs and provide administrative support for FONA volunteer program focused on several key areas:
 - Washington Youth Garden
 - Community Events
 - Garden Fair
 - Other FONA events and activities as needed
 - Recruitment:
 - Implement recruitment strategy (finalized in collaboration with partners and Director of Programs) that makes use of existing FONA communication channels, and in particular, cultivates new networks of community outreach
 - Support targeted recruitment of teen and community volunteers
 - Organize and implement occasional volunteer open houses and orientations, as well as outreach events to support volunteer recruitment (both Arboretum-based community events and off-site events)

- On-going coordination:
 - Create regular communication channels, including orientation emails, and on-going communication with registered volunteers
 - Utilize volunteer management tool to track volunteer attendance, orientation, and general notes for all volunteers
 - Coordinate with Director of Programs and USNA staff on USNA volunteer requirements and needs
- Volunteer Events
 - Coordinate Saturday Teen Volunteer Days (4-6 times annually)
 - Support general volunteer days
 - Meet with garden staff as needed to plan volunteer efforts
 - Work with FONA staff to host volunteer appreciation activities
 - Support Director of Community Events with volunteer coordination for events
- **School Garden Support Programs (25%)**
 - SPROUT (20%)
 - Heavily weighted to spring (March-June) and fall (September-November)
 - Lead students in 90-120 minute hands-on garden activities through SPROUT program
 - Maintain educational materials and educational spaces
 - Assist with program coordination and design
 - Engage arboretum visitors and classes to answer questions about the garden
 - School Garden Supports (5%)
 - Support and co-facilitate school-based events such as workdays, cooking demonstrations and taste tests, garden clubs, family nights, etc.
 - Support creation of resources and materials for events and trainings
- **Green Ambassadors Program (20%)**
 - Program Development (5%); heavily weighted to spring
 - Support the Program Manager with planning the GAP Farm Crew schedule
 - Implement recruiting efforts for GAP participants
 - GAP Farm Crew Implementation (15%); late June- mid-August
 - Collaborate with Program Manager to coordinate logistics, including organizing paperwork and payroll, driving a 15-person passenger van and/or pickup truck, and coordinate with partner organizations;
 - Facilitate program orientation for youth and provide daily supervision;
 - Demonstrate consistent communication skills, positive attitude, and work ethic
 - Deliver workshops and facilitate informal learning throughout 6 week program;
- **Organizational Support (15%)**
 - Support community events and other public programs as time allows
 - Occasionally attend fundraisers and other special events

- Capture quality photos and videos of FONA programs
- Keep teammates informed about efforts and program highlights

WORK SCHEDULE & COMPENSATION

Work schedule is generally Monday to Friday, 8:30am to 4:30pm (some flexibility) with a shift to Tuesday to Saturday required during the spring and fall season. Expected salary range is \$44-52,000. 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 February, 2024.

TRAVEL

This position is based out of the U.S. National Arboretum, with extensive local travel utilizing a 15 passenger van or truck during the 6 week summer Green Ambassadors program, and weekly utilizing a truck or personal vehicle throughout the year.

HOW TO APPLY

Send resume to jobs@fona.org. Write "Volunteer Coordinator and Garden Educator" in the subject line. In addition, please answer two of the following three questions either in a cover letter, or 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, and we are particularly interested in developing volunteer outreach strategies that connect to the communities directly surrounding the US National Arboretum. 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 2nd, 2024, and will not be accepted after February 1st, 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.