



Botanical Garden  
Academic Instructor  
Holden Forest & Garden  
Contract

Description: Holden Forests & Gardens (HF&G)

Holden Forests & Gardens comprises two of Northeast Ohio's most important environmental and cultural institutions — [Holden Arboretum](#) and [Cleveland Botanical Garden](#) — whose mission is to connect people with the wonder, beauty, and value of trees and plants, to inspire action for healthy communities. The 12<sup>th</sup> largest public garden in the country, HF&G has close to 15,000 member households and more than 380,000 annual visitors who enjoy inspirational and educational experiences. HF&G is positively impacting the region and beyond through urban greening and forestry initiatives, environmental research, nature-based educational programs, and world-class visitor experiences at its two campuses.

When you join HF&G, you join a team of professionals passionate about improving Northeast Ohio's communities through our mission-driven programs. By joining HF&G, you will not only have the opportunity to work in a beautiful setting, but you will also have the opportunity to contribute to our fulfilling and groundbreaking work.

Opportunity:

The Education department seeks an organized, creative, and friendly team member to support the Academic Programs. The primary responsibility of the Academic Contract Instructor position is to facilitate academic programs for grades PreK-8<sup>th</sup> grade. Instructors will be responsible for prepping and delivering materials and programs as needed. Individuals who are passionate about the outdoors, friendly, flexible, and enjoy sharing information with the public should apply.

Position Details:

- Shifts are variable depending on an academic schedule
- Opportunity to work a maximum of 20 hours per week

Key Responsibilities:

Key responsibilities of the Academic Contract Instructor include, but are not limited to:

- Support Holden Forests & Gardens' mission, vision, values, and core commitment to the visitor experience and community engagement

- Support the Academic programs at Cleveland Botanical Garden
- Lead 1 to 4-hour programs; (some off-site programs might be longer)
- Greet and welcome guests upon arrival at the Botanical Garden
- Act as a point of contact for the school duration of the program
- Provide friendly, clear, and courteous customer service to encourage return visitation
- Contribute positively to a team of seasonal staff, volunteers, and others
- Maintain the appearance, cleanliness, and safety of workspaces and facilities
- Perform other duties as assigned

#### Qualifications and Skills:

- Experience working with children in an outdoor and/or educational setting
- Must enjoy working with the public, including students and teachers
- Effective and appropriate verbal and written communication
- Ability to work within a team and be self-motivating when working individually
- Ability to take initiative and problem-solve
- A positive attitude and high enthusiasm
- Must have a flexible schedule
- Must pass a criminal background check

#### Physical Requirements

Must be able to perform with or without reasonable accommodation:

- Ability to walk/hike for at least a 2-hour duration
- Ability to understand basic instructions using the English language
- Stand and/or sit for extended periods of time
- Perform tasks in all weather conditions; temperatures may range from 15-100 F
- Effective vision and hearing
- Hand and arm dexterity
- Walk and work on wet, uneven, slippery terrain
- Kneel, bend, stoop, grab, and reach
- Regular lifting and carrying of up to 30 pounds, occasionally 45 pounds
- Maintain a valid driver's license and an acceptable driving record

Apply:

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit a résumé and a list of references to [academicprograms@holdenfg.org](mailto:academicprograms@holdenfg.org)

Holden Forests & Gardens (Holden Arboretum and 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 public gardens.