

**Summer Camp Instructor
Holden Arboretum
Cleveland Botanical Garden**

Description: Holden Forests & Gardens (HF&G)

Holden Forests & Gardens is made up of 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 12th largest public garden in the country, HF&G has over 17,000 member households and more than 380,000 annual visitors who enjoy inspirational and educational experiences. HF&G is making a positive impact in 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 who are 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 a friendly, energetic team member to lead summer camps at Holden Arboretum and Cleveland Botanical Garden. Opportunities include leading educational summer day-camps with families and groups of children ages 6-13 in beautiful outdoor settings. We are seeking a fun, creative individual, who is passionate about nature and plants, and who enjoys working with and teaching children.

Position Details:

- Contract position
- Approximately 30-40 hours weekly as negotiated in your contract
- This position will work at both the Holden Arboretum in Kirtland, OH and the Cleveland Botanical Garden in Cleveland, OH
- Mandatory training provided May 28 – May 31
- Camps sessions run from June 3 – August 2
 - Availability to work full days from 8:30 a.m. – 3:30 p.m. during sessions of camp
- \$15/hour
- Applicant must be able to commute to both Cleveland Botanical Garden and Holden Arboretum campuses
- Reports to Public Programs Coordinator and Family & Youth Engagement Educator
- Excellent opportunity for individuals seeking employment to acquire experience in educating young people within an outdoor environment

Key Responsibilities:

- Support Holden Forests & Gardens' mission, vision, and values
- Attend summer camp training sessions May 28 – May 31 to become familiar with activities, camp facilities, and safety protocols
- Deliver quality environmental education and outdoor experiences for campers, including themed hikes, off-site excursions, crafts, games, and skill-building workshops
- Assist with facilitation and support of summer camp experiences at Holden Forest & Gardens including room set-up, program material preparation, and coordination with internal and external instructors
- Follow health and safety guidelines to protect campers, natural areas/living collections, and facilities
- Provide consistent discipline when needed and report ongoing issues to supervising staff
- Provide friendly customer service and clear instructions to campers and families
- Contribute positively to a team of seasonal staff, contract instructors, volunteers, and others
- Valid drivers' license and acceptable driving record required
- Must pass criminal background check
- Perform other duties as assigned

Qualifications and Skills:

- Minimum of 18 years of age
- High school diploma or equivalent required
- Pursuing or recently completed an undergraduate degree in, Education, Environmental Science, Horticulture, Agriculture, Museum Studies, Social Sciences, or related field, a plus
- One (1) year of experience guiding youth in education setting, a plus
- Good communication and customer service skills
- Applicants must have their own reliable transportation
- Interest in and knowledge of plants and natural sciences, a plus
- Applicant must be patient, hardworking, flexible, and able to work under pressure

Physical Requirements

Must be able to perform with or without reasonable accommodation:

- Ability to lift 30 lbs and work outdoors in all weather conditions
- Ability to learn and deliver lesson plans and follow activity instructions
- Sitting, standing, kneeling, and hiking on uneven surfaces, including 202 stairs and platforms elevated 65-feet to 120-feet above ground

Apply:

Review of applications will begin immediately and continue until the positions are filled.

Qualified applicants should submit résumé, cover letter, and 3 professional references to camps@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.