



HOLDEN
FORESTS &
GARDENS

Community Activity Guide Cleveland Botanical Garden

Opportunity: Join the Education department in a rewarding role where you'll nurture the love of gardening and nature in local communities! We're looking for a friendly, energetic individual to support creative and interesting activities at community gardens across Cleveland. This is an exciting opportunity to work directly with children, ages 6-13, leading youth development activities in their neighborhoods while carrying out projects that build social skills and resilience. If you have a passion for plants, outdoor education, and working with kids in their communities, this is the perfect role for you!

Position Details:

- Contract Position
- Approximately 9-18 hours, *flexible weekly schedule*
- Mandatory paid training provided May 28 – May 31
- Garden Season: June - November
- Work Schedule: 2:00 p.m. – 5:00 p.m.
- \$15/hour
- Opportunity to work at multiple community center sites across Cleveland
- Reports to the Community Engagement Education Coordinator
- Excellent opportunity for individuals seeking employment in a nature-related field to acquire experience in educating young people within an outdoor environment

Key Responsibilities:

- Support Holden Forests & Gardens' mission, vision, and values through guiding social emotional and problem-solving activities
- Attend paid training sessions to become familiar with responsibilities, procedures, safety standards, and project sites
- Facilitate provided games, drop-in crafts and STEM exploration challenges in an informal outdoor setting
- Collaborate with Community Engagement Gardener to support implementation of community-building projects that activate and improve gardens for youth participants
- Safely transport program supplies using your own vehicle
- Track and report engagement according to a standardized system
- Abide by weekly check-ins with supervisor to ensure project goals and priorities are met
- Perform other relevant duties as assigned

Qualifications and Skills:

- Minimum of 18 years of age
- High school diploma or equivalent required
- Pursuing or completion of an undergraduate degree in Education, Environmental Science, Horticulture, Agriculture, or related field, a plus
- One (1) year of experience guiding youth in education setting, a plus
- Gardening experience, a plus
- Clear communication and approachable customer service skills
- Ability to follow instructions, learn activities, and deliver lesson plans
- Valid drivers' license and acceptable driving record required
- Applicant must have their own reliable transportation
- Applicant must be patient, hardworking, flexible, and able to work under pressure
- Applicant must use or learn to use standard Google tools on a routine basis
- Must pass a criminal background check

Physical Requirements:

Must be able to perform with or without reasonable accommodation:

- Ability to lift 30 lbs and work outdoors in varying weather conditions
- Sitting, standing, kneeling, and sometimes hiking on uneven surfaces
- Ability to adapt to dynamic outdoor situations
- Ability to occasionally set up and tear down folding tables, chairs, and pop-up tents

Apply:

Holden Forests & Gardens values an authentic sense of belonging at all levels of the organization. HF&G believes that working toward an equitable culture that values all perspectives enriches the work environment, helping achieve our goal to build a greener and healthier Northeast Ohio. We are working to create and sustain a supportive environment and sense of belonging for all people.

Qualified applicants must submit résumé, cover letter and 3 professional references by Wednesday, March 5, 2025 to tmasaveg@holdenfg.org. Please write in the Subject: Community Activity Guide application

Holden Forests & Gardens (Holden Arboretum and Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a talented work force who contributes to our mission through each individual's unique perspective. We seek skilled, knowledgeable, and experienced individuals to join our staff and enhance our reputation as one of the country's foremost public gardens.