



230 Quail Gardens Drive,  
Encinitas, CA 92024

## ***Job Description – Youth Education Assistant***

### **Summary:**

This part-time position (up to 32 hours) reports directly to the Director of Education, and would primarily be responsible for the preparation and successful execution of our ongoing youth education programs and children's birthday parties. The ideal candidate would enjoy working with children and interacting with their parents/guardians and must be able to work weekends and occasionally some evenings during special events. The option of turning this position into full-time is available for qualified candidates. The pay range for this position is \$12-14/h.

### **Duties and Responsibilities:**

1. Preparation, set-up and break-down of nature and art-themed programs for preschool age children and their caregivers on Tuesdays, Wednesdays and Thursdays
2. Preparation, set-up, supervision and break-down of private birthday parties for young children on Saturdays and Sundays, as needed
3. Keep art and education areas in tidy and well-maintained condition, including light gardening work
4. Keep supplies and work/storage areas in tidy and well-maintained condition
5. Keep the garden railroad (model train) in well-maintained condition
6. Assist supervisor with school tours and programs for elementary-age children
7. Interact with visiting groups and volunteers in a helpful, professional manner
8. Assist with on-site and off-site special events
9. Be able to answer questions about the garden

### **Skills and Requirements:**

Applicant must be able to be on their feet for several hours, walk on uneven terrain, climb up and down slopes and bend down to the ground to maintain the garden railroad, perform physical work (sweeping, raking, watering, carrying supplies, etc.), and lift 30 lbs. Applicant must have an excitement for the natural world and outdoor education for young children, professionalism, excellent communication skills, organizational skills,

and must be creative and detail oriented. Applicant must be proficient in Microsoft Office, and performing web-based searches. Must have a California driver's license,

*Please send resume and cover letter highlighting your past experience and your interest in working at the Garden to **hr@sdbgarden.org***