



SCHOOL & COMMUNITY PROGRAMS COORDINATOR: Full-time, with benefits. Reporting to the Youth Programs Manager.

POSITION SUMMARY

The School and Community Programs Coordinator is a dynamic, energetic, organized, and creative individual who coordinates the diverse year-round youth education programs. Programs include school field trips and outreach programs, scout programs, and eco-birthday parties. The School & Community Programs Coordinator will oversee the daily operations of these programs, as well as assist the Youth Programs Manager with summer camp, special events and other youth/family programs. The School & Community Programs Coordinator works with a staff of part-time educators and volunteers to deliver high-quality educational programming.

Responsibilities:

- Oversee nature-based environmental programs that share Tyler’s heritage, collections and landscape to engage youth and inspire them to become stewards of the natural world.
- Organize and manage the daily operations of school field trips, outreaches, Scout programs and eco-birthday parties, including scheduling staff and overseeing program materials.
- Coordinate the scheduling of scout programs and eco-birthday parties.
- Provide training to staff for all school and community programs.
- Develop curriculum for school and community programs.
- Lead/teach programs as needed.
- Support the summer day camp as the Assistant Director, including overseeing daily operations, managing camp staff and assisting with camper behavior.
- Assist in the development of education activities for special events.
- Participate in professional organizations.

Qualifications:

- A Bachelor’s degree or higher in natural sciences, environmental education, or equivalent.
- Minimum three years of experience teaching, working with children, and program development, particularly in outdoor settings.
- Knowledge of experiential and classroom education curriculum.
- Exceptional organizational, interpersonal, verbal and written communication skills, with the ability to work independently.
- Comfortable working with the general public by phone, email and in person.
- Strong spirit of cooperation and teamwork.
- Microsoft Office skills (Word, Outlook, Excel, PowerPoint). Experience with database software a plus (i.e. Altru, Raiser’s Edge).
- Ability to handle confidential information with discretion.
- Current Pennsylvania Child Abuse History Clearances (or ability to obtain them).

- Current certification in CPR & First Aid (or willingness to be certified).

Work Environment

- General work on the Arboretum's grounds
- Requires frequent and prolonged standing, walking, bending, kneeling, pulling, twisting and climbing.
- Must be able to lift up to 50 pounds
- Ability to work outdoors in all weather conditions
- The School & Community Programs Coordinator will work in shared office space with a small and supportive staff. Coordinator will be provided with all tools necessary to complete job requirements. Position duties are split between indoor office work and outdoor activities.

About Tyler

Tyler Arboretum is a 650-acre public garden located in Media, Pennsylvania, only 40 minutes from Center City Philadelphia. One of the oldest arboreta in the northeastern United States, Tyler Arboretum encompasses renowned plant collections, champion trees, historic buildings, and 17 miles of hiking trails through woodlands, wetlands, and meadows. The Arboretum offers workshops, classes, and tours for adults and children throughout the year.

To Apply

Please e-mail your cover letter and résumé to Liz Hornbach, Youth Programs Manager, LHornbach@tylerarboretum.org. Applications will be accepted with a rolling deadline, until position is filled.

Tyler Arboretum~ 515 Painter Road ~ Media, PA 19063

Tyler Arboretum is an Equal Opportunity Employer