

**Klehm Arboretum and Botanic Garden Inc  
Job Description**

**Job Title:** Education and Programming Coordinator  
**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Status:** Full-time  
**Prepared Date:** January 26, 2024

**SUMMARY:**

The Education and Programming Coordinator is responsible for identifying, developing, implementing and delivering educational content relevant and consistent with Klehm Arboretum & Botanic Garden's overall mission: "To maintain a living museum for the enjoyment, education, and inspiration of all people". Delivery of content will occur through a variety of methods, including instructing classes and hosting in-person and virtual programs. This position will also perform community outreach and is responsible for volunteer recruitment, retention, recognition, and communication.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Education and Programming

- Develop, implement and deliver a variety of educational programs, classes, and tours directly related to horticulture, arboriculture, botany, and natural resources, serving both youth and adult audiences and utilizing the full spectrum of resources provided by the arboretum grounds and facilities.
- Identify, schedule, and coordinate relevant and appropriate third-party programming to be hosted at Klehm facilities or virtually.
- Perform year-round community outreach through a variety of means, and host/attend offsite and virtual activities as identified and appropriate.
- Perform outreach to area schools, school districts, and other entities to promote field trip opportunities, and manage scheduling, registration, material preparation, day-of implementation and payment for field trip activities.
- Regularly display and communicate a proficient knowledge of trees, plants, botany, horticulture, forests and the arboretum itself to visitors and guests
- Work in both indoor and outdoor settings throughout all seasons to deliver content to audiences of various sizes and demographics.
- Assist with the preparation, set-up, takedown and post-program cleaning of classrooms and other utilized spaces
- Work closely with Executive Director to ensure that program offerings are consistent with overall strategic goals and organizational mission.
- Assist with the promotion of scheduled programs, classes and tours before and after each has occurred.
- Produce post-program evaluations and reports to refine program offerings
- Works and communicate clearly and effectively with other departments as necessary to achieve strategic goals

## Volunteer Management

- Identify and recruit potential volunteers and volunteer groups, and work closely with other staff to match volunteers with appropriate activities that support overall garden growth and maintenance, organizational events and activities
- Communicate regularly in-person, over the phone and via email with volunteers
- Plan, schedule and carry out volunteer appreciation and recognition activities
- Maintain volunteer database and track volunteer activity data

## Administration

- Works with the Executive Director to develop short- and long-term strategic planning to support the overall goals of the organization
- Provide staff support and perform general administrative duties as necessary
- Provide support for organizational events, programs and fundraisers as directed
- Supports office staff with general office tasks as needed
- Other duties as assigned

## **QUALIFICATIONS:**

To perform this job successfully this person must have good interpersonal skills with the ability to work and communicate with a variety of people and personalities at all levels. The ability to embrace a team atmosphere is essential and a high level of organizational skill is necessary for success. Must be able to work independently to organize tasks and meet deadlines. Must possess good problem-solving skills and a high degree of adaptability. Confidence in delivering content, speaking publicly and fielding questions is necessary. Candidate must successfully pass a background check.

## **EDUCATION and/or EXPERIENCE:**

Bachelor's degree in natural resources, horticulture, environmental science, education or other directly related field required. Professional certifications which support proficiency in outdoor learning desired. Prior experience with volunteer recruitment desired. Previous office or customer service experience helpful. Individual must have demonstrable knowledge of Microsoft Office products.

## **SKILLS:**

Strong written and verbal skills are essential to this position. Writing, editing, and proof-reading with a high level of accuracy is a large part of the position. Attention to detail and strong organization skills desired. Adaptability to new situations, quick thinking and problem solving highly desirable. Candidate needs proficient MS Office Suite skills, particularly in Excel and Word. Candidate needs the ability to quickly learn and work with databases, publishing applications and new software. Candidate should be acquainted with standard office technology.

## **PHYSICAL DEMANDS:**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger or

handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must have the ability lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

To perform this job successfully individual must be detailed, task oriented and able to work independently. This position involves working occasional evenings and/or weekends and working in outdoor and indoor environments. Must have reliable transportation.

**ABOUT US:**

Klehm Arboretum & Botanic Garden's mission is to maintain a living museum for the enjoyment, education and inspiration of all people. Founded in 1989, the organization has since maintained and operated the 155-acre property located at 2715 S. Main Street in Rockford, Illinois in partnership with the Forest Preserves of Winnebago County. The property was originally established as Rockford Nurseries in the 1920s, and was operated as a nursery until 1985, when the land was donated to the Forest Preserves with the stipulation that it be maintained in perpetuity as an arboretum and botanic garden.

Today, Klehm serves over 30,000 visitors annually and offers a wide variety of programs, workshops and seminars on gardening, nature, horticulture and other topics throughout the year. Klehm hosts specific programs for youth, offering opportunities to explore, learn and grow their knowledge of plants, gardens, trees and the environment. In addition, the Nancy Olson Children's Garden offers unique opportunities for children and families to engage in natural play. Tours and programs are regularly offered to support not only life-long learning for adult visitors, but education for visitors of all ages regarding the benefits and unique nature of the trees and plants found throughout the grounds and gardens.

Klehm Arboretum and Botanic Garden Inc is an equal opportunity employer