



## **School Program Leader**

### Volunteer Position Description

#### **Organizational Profile:**

Vancouver Botanical Gardens Association, a registered charitable organization, delivers educational programs and Garden projects at VanDusen Botanical Garden, a 55-acre botanical garden and Bloedel Conservatory, a domed, lush tropical rainforest paradise in the heart of Vancouver. As Vancouver's 'green heart,' we help to protect the globe's biodiversity while acting as an oasis of calm in a busy city, providing a place for people to connect with nature and find peace in a world of plants and beauty.

#### **Purpose:**

School Program Leaders facilitate discovery for elementary-aged students during outdoor, hands-on, activity-based field trips at VanDusen Botanical Garden.

#### **Responsibilities:**

- Lead 90-minute environmental education programs for groups of school children during fall and spring, rain or shine.
- Facilitate a safe, fun, and high quality learning experience for students, teachers and chaperones
- Conduct programs in accordance with stated educational objectives in content and style

#### **Skills, Attitudes, Knowledge Required:**

- A love of nature and respect for the environment, with knowledge of ecology or gardening preferred
- Previous experience working with children ages 5-12 is desirable
- Confident and reliable communicator with children, volunteer team, and staff
- Patient, positive, flexible, fun-loving, and willing to regularly reflect upon personal performance and skill development
- Interested in ongoing training and education, both as conducted by VanDusen and independently
- Comfortable standing, walking, and kneeling throughout the shift
- Must pass a criminal record background check

#### **Training and Orientation:**

- Orientation to VanDusen Garden and the roles volunteers play at the VBGA
- Role specific training in group management, interpretation skills, program content and teaching methodology, plus ample time to shadow experienced leaders and co-teach before taking out their own groups.
  - Required training dates: Tuesday September 19 & 29, 10:00am – 2 pm. In addition, 2 of the 3 following training days: Sept 21, 27 or Oct 3 10:00am – 2 pm

**Time Commitment:**

- One shift per week: 9:30am – 12pm or 12pm - 2:30pm weekdays Oct- Nov, and April-June. Plus, training in September and March as noted above
- A minimum of one year

**Supervisory Relationships/liaison:** Candidate will be supervised by, and liaise with, the School Programs Coordinator and the Director, Education.

**Authority/Decision Making:** Must be comfortable making decisions and problem solving with minimal supervision.

**Volunteer Benefits:**

- An opportunity to inspire and educate children
- Enhance teaching, and leadership skills
- Opportunity to work with educational professionals in a well-respected non-profit
- Contribute your time and talents in an impactful way for a worthwhile cause
- Reference letter

**To Apply:** Please email your resume and cover letter to Heidi Jakop at [hjakop@vandusen.org](mailto:hjakop@vandusen.org)