Position Title: Education Coordinator
Reports To: Executive Director
Supervises: Contract educators, interns, volunteers
Job Category: Full-time, Non-Exempt
Salary: $40,000-$47,000; Excellent benefits

Boyce Thompson Arboretum (BTA) was founded in 1924, and is Arizona’s oldest and largest botanical garden. BTA is located in scenic Queen Creek Canyon, just 50 minutes from Phoenix, Arizona in the foothills of the Superstition Mountains in Superior, AZ. Featuring plant collections from the world’s deserts, historic buildings and hidden gardens along miles of trails, it is on the National Register of Historic Places. A haven for wildlife, BTA has been named “the most enchanting” Audubon Important Birding Area in Arizona. The Arboretum encompasses 340 acres, with 135 acres of distinct gardens, 15,000 plants and 4,000+ taxa, and currently has 35 full-time employees. BTA’s mission is to inspire appreciation and stewardship of desert plants, wildlife, and ecosystems through education, research and conservation. No longer a State Park or a University of Arizona department as of July 2019, BTA has reaffirmed and embraced its status as a botanical institution.

JOB DESCRIPTION

Boyce Thompson Arboretum seeks an Education Coordinator with a passion for the environment and experiential education. She or he is a strong, intuitive leader who will be an enthusiastic member of the Arboretum’s senior leadership team and excited about building a comprehensive education program for BTA. The ideal candidate will be knowledgeable about desert ecology, teaching, and love working with people.

RESPONSIBILITIES
Responsible for the development, coordination, and operation of youth and adult education programs. Duties include, but are not limited to:

Youth Education Programs
Develop, coordinate, implement and annually review field trip and in-classroom curriculum for elementary, middle and high school students based on Arizona Science Standards and Next Generation Science Standards.
- Train volunteers to assist in the delivery of education programs
- Schedule school field trips and homeschool group tours
- Conduct outreach to and cultivate relationships with new schools, annually, to continually grow BTA’s reach

Adult and Family Education Programs
- Coordinate and implement Docent Training Program
- Work with Volunteer and Events Coordinator to schedule, train, and supervise resident volunteers
- Give special tours as needed
- Develop and coordinate various adult education classes, on-site and virtually
- Identify, recruit and oversee outside instructors. Work with instructors to align program content with BTA mission and goals.
- Annually update and review all programs with Executive Director
Tour Coordination
- Schedule individual and group tours and visits
- Arrange for special tour guides as needed
- Run daily coordination of programming

EDUCATION AND EXPERIENCE
- College degree in education, environmental studies, or related field
- Experience organizing events and programs
- Two years of related teaching experience
- Experience supervising interns and/or volunteers
- Knowledge of arid-lands ecology a plus

KNOWLEDGE, SKILLS, AND ABILITIES
- Excellent interpersonal and customer service skills
- Excellent computer skills: MS Office
- Ability to work in challenging, fast-paced environment
- Detail orientation, collaborative manner and strong work ethic
- Ability to work as part of a team
- Ability to demonstrate initiative, establish priorities, and meet deadlines
- Must be able to work weekends and some evenings
- Must have valid AZ Driver’s License

Boyce Thompson Arboretum (BTA), an independent non-profit organization, is an equal opportunity employer. To apply: send Cover Letter and Resume to Lynne.nemeth@btarboretum.org.