

Position Title: Education Director Assistant

Project Sponsor: Sawtooth Botanical Garden (SBG)

Project Summary: SBG offers inspiring educational classes and programs that connect children and adults with the region's unique beauty and foster environmental stewardship.

The AmeriCorps Member will engage in 4 key areas of focus which are instrumental in furthering SBG's mission, including:

- 1) Growing Great Minds
 - a. GGM is an on/off-site school outreach program. Member will research, develop, write and teach 1-2 interdisciplinary modules which target a specific grade(s) and help classroom teachers meet Idaho Core Standards. Member may assist the Education Director in other school outreach efforts.
- 2) Bird Enhancement Project
 - a. This project ensures excellent habitat and resources for our feathered friends. Member will research and develop an interpretive, self-guided tour highlighting the Garden's bird species, natural history and habitat components. Member will also monitor and document on-site diversity of species; oversee placement, filling and cleaning of seed and hummingbird feeders; and assess and recommend opportunities for new plants (natives preferred) that increase diversity of food, shelter and other habitat components for birds.
- 3) Bug Zoo
 - a. BZ is SBG's largest science-based public and educational event held for 2 weeks each year. About 1,700 people attend including students from 35 classrooms. Member will serve on the planning committee as chair of the volunteer subcommittee. Responsibilities include identification of potential volunteers, recruitment, supervision during the event, follow-up correspondence and data tracking.
- 4) Discovery Corner – Garden of the 5 Senses
 - a. This special area was re-envisioned in 2017 and welcomes visitors to intimately experience the world of plants that flourish at high altitudes through their senses. Member will collaborate with the Education Director to research and select native and/or cultivated grasses, flowers, shrubs and vegetables. Member will help prepare beds, install plants and maintain them to increase diversity and interest. Member will also research and develop interpretive signs and develop and lead weekly interpretive tours.

Essential Functions: (Please list functions specific to your site)

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.
- The employee is frequently required to stand and walk.
- The employee is occasionally required to sit and climb or balance.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Position Requirements (Please list additional functions specific to your site)

- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Be a team player with a sense of humor and curiosity about the natural world
- Enjoy working with children and adults
- Be a positive representative of the SBG with visitors, volunteers, community members, and share an appreciation of plants
- Good skills with PC computers and Microsoft Office Suite, especially Publisher for creating signs and other interpretive materials
- Dependable, with excellent attention to detail
- Comfortable interacting with individuals from different cultures and nationalities; Spanish language skills helpful
- Use standard gardening tools (shovel, garden rake, leaf rake, trowel, hand-pruners, loppers, pruning saw, pole pruner, backpack blower, weed-eater, ladder)
- Knowledge of native and/or cultivated plants and interpretive and/or environmental education principles a plus
- Ability to use social media (Facebook, Instagram) to promote projects

AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. In other words, you can blend summer, part-time and full-time service positions and receive awards as long as the combined service terms don't exceed two full terms. You can also serve additional terms but will not receive an additional education award.

Member Qualifications (Please list qualifications desired specific to your site.)

See above areas.

Member Benefits Include (Please list any benefits specific to your site.)

- A taxable, monthly living allowance (\$12,530.00/full-time member, or \$6,265.00/part-time member, paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$5,775.00 for a full-time position or \$2887.50 for a part-time position. The education award can be

used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.

- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify. Part-time members not working in a full-time capacity (40 hours/week) do not qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.
- Free membership to the Sawtooth Botanical Garden

Project Location and/or Transportation Needs:

Sawtooth Botanical Garden (most projects are on-site) – 11 Gimlet Road, Ketchum, ID (about 4 miles south of Ketchum and 8 miles north of Hailey).

We are located on a bike path and are 1 mile away from the nearest bus stop (also accessible by the bike path). Member would be responsible for their own transportation to/from the facility.

Dates of Service: Full-time: 11 month position beginning October 2017