Part-time Educator/Program Assistant

Mission

Queens Botanical Garden is an urban oasis where people, plants and cultures are celebrated through inspiring gardens, innovative educational programs and demonstrations of environmental stewardship.

The Education Department at the Queens Botanical Garden provides workshops and tours to about 20,000 students annually. The Department also encompasses the Professional Development Program, which provides a variety of services to New York City teachers including: developing and delivering rigorous pedagogy based teacher education workshops aligned to local, state, and national standards, providing on-site assistance at schools and out of school time centers and directly engaging with students and families.

The Program Assistant / Science Educator will primarily support a partnership-based program with New York City middle school teachers and lead environmental and science workshops to elementary through middle school students.

The Program Assistant / Educator reports to and assists the Professional Development Coordinator and the Supervising Museum Instructor.

Education Responsibilities Include:
- Assisting in the development and delivery of professional development and school program workshops
- Visiting schools throughout New York City to provide on-site support for teachers and students
- Attending and providing activities at Family Science Events throughout New York City
- Attending and supporting professional development workshops at other institutions
- Assisting with other duties as assigned by the Professional Development Coordinator, the Supervising Museum Instructor, and the Education Director

Administrative Responsibilities Include:
- Collaborating with partners at other institutions to assist in the delivery of the overall middle school science initiative
- Attending program and partnership meetings
- Taking initiative to determine programmatic needs
- Serving as a key contact for teachers, program partners, and various other individuals
- Preparing workshop materials
- Purchasing and maintaining supplies
• Maintaining and updating departmental records and documents
• Filing documents appropriately
• Updating and retrieving information from google docs and various databases
• Assisting with other duties as assigned by the Professional Development Coordinator, the Senior Museum Instructor, and the Education Director

Qualifications
• Bachelor’s degree in science or science education (Master’s degree or Master’s degree in progress preferred)
• Two years of formal or informal science teaching experience
• Strong computer skills including Microsoft Office and Google Docs
• Ability to multi-task and to prioritize
• High level of self-motivation and ability to anticipate programmatic needs
• Excellent verbal, written, and organizational skills
• Ability to lift up to 30 lbs and to move materials between various locations
• Schedule flexibility and ability to work weekends and evenings
• Valid driver’s license
• Ability to travel and transport materials throughout New York City’s five boroughs
• Fingerprint and criminal record check clean, prior NYC DOE fingerprinting preferred

To apply, please put “Part-time Program Assistant/Educator” in the subject line and email resume and cover letter to teachereducation@queensbotanical.org. No calls please.