

## OLBRICH BOTANICAL SOCIETY (OBS)

**Job Title:** Summer Camp Instructor



**Department:** Education

**Reports to:** School & Out-of-School Programs Specialist

**Employee status:** Part-time, LTE (Week of June 3– mid-August; Mon-Fri)

**FLSA Classification:** Non-exempt

**Location:** Olbrich Botanical Gardens, 3330 Atwood Avenue, Madison, WI

**Compensation:** \$17.00 per hour

**Purpose:** The position of Summer Camp Instructor fulfills the Olbrich Botanical Gardens objective of increasing programming directed at youth engagement and connecting people to the natural world. The Summer Camp Instructor aids the Education Department staff in the implementation of a plant-based and environmentally focused educational summer day camp program for youth ages 7 to 12 years.

### Essential Duties and Responsibilities

- **Direct instruction & facilitation** – Assist in the facilitation of day camp activities and lead a small group of campers through daily programming. Coordinate supplies, curricula, and daily activity preparation for the camp program, set up/take down of materials with the help of volunteers, and assist leading campers through outdoor experiences with direction from staff.
- Oversee campers and guide a range of outdoor and indoor activities
- Ensure camper health and safety by following safety and emergency procedures and guidelines
- Supervise campers during meals and snack times
- May perform administrative tasks (i.e. filing, record keeping, etc.) as needed
- During non-camp weeks, may assist with Children's Garden maintenance such as planting, weeding, and harvesting vegetables
- May assist with additional projects and special programs assigned based on departmental needs, including the Blooming Butterflies exhibit, scout programs, or summer school programs.

*This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.*

### Knowledge, Skills and Abilities

- Interest and experience engaging with youth in meaningful learning experiences, providing instruction in an age-appropriate manner, managing groups of children, and working professionally with participating staff and volunteers
- Interest in garden-based learning and working knowledge of non-formal education practices
- Enthusiasm for sharing the wonders of plants and the natural world with people of all ages
- Working knowledge of gardening, plants, and horticulture
- Strong interpersonal skills; adept in communication, attentive listening, and presentation skills
- Displays emotional intelligence, personal integrity, positive demeanor, and self-awareness
- Good leadership skills; experience leading people to accomplish specific goals
- Commitment to teamwork and exemplary standards and services across all levels of the organization for our patrons and partners
- Able to position oneself to retrieve items from the ground or low shelves and interact with persons under 4 feet in height. Able to move on uneven terrain, work with items overhead, and move items weighing up to 25 pounds
- Ability and willingness to participate in First Aid and CPR/AED training prior to the start of camp
- Ability and willingness to submit personal information for a criminal background check, as well as the ability to successfully pass a criminal background check.



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**Work schedule:** This is a part-time, hourly, limited-term employment position. The work schedule is Monday to Friday, 8:30 a.m. – 3:30 p.m. during camp weeks: June 10-14, June 24-28, July 15-19, July 22-26, August 5-9, and August 12-16 and up to 10 hours per week during non-camp weeks. This position is not eligible for telework.

**Work Environment:** The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in a classroom environment and outdoors.
- Oversee and engage with groups of up to 16 children, ages 7 to 12 years.
- Work outdoors in various weather conditions, including in direct sun, and in the tropical conservatory in hot, humid conditions for up to three hours at a time on a regular basis.
- Retrieve items from the ground or low shelves and interact with children/persons under four feet in height.
- Move on uneven terrain, work with items overhead and lift and/or move up to 25 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

**Inclusion Statement:** Olbrich Botanical Gardens aspires to be a destination where all visitors, volunteers, and staff are valued and feel they belong. With conscious intent and continuous learning, Olbrich Botanical Gardens' staff, volunteers, and board will address barriers to inclusion through education, operational changes, and partnerships with the community.

**To Apply:** No telephone inquiries, please. Submit cover letter, resume, and application to:

Ariel Christian- School & Out-of-School Programs Specialist  
[achristian@cityofmadison.com](mailto:achristian@cityofmadison.com)

Olbrich Botanical Gardens  
3330 Atwood Avenue  
Madison, WI 53704  
FAX: 608-246-4719

**Deadline: Friday, February 9, 2024**

### **Application Materials:**

Resume  
Cover Letter  
[Application Form](#) (PDF)