Title: Student Engagement Assistant
Salary Range: $14/hour
Department: Programs and Interpretation
Reports to: Experiential Learning Manager
Application Due: 4/27/18
Start Date: 5/15/18

Background:
The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization in a unique partnership with the Chicago Park District and its historic plant conservatory. The Department of Programs and Interpretation supports the mission of the Garfield Park Conservatory Alliance by connecting people to nature, and is dedicated to developing, implementing, and facilitating a heightened interest and deeper understanding of the plant world, both inside and beyond the Conservatory’s glass walls. We believe engagement with plants fosters a deeper respect for community, environmental awareness, stewardship of the planet, and encourages life-long learners.

The Student Engagement Assistant is a part-time position that will work 25 hours a week with a set schedule. Primary responsibilities are to 1) schedule group visits and act as point person for all group registrations; 2) coordinate evaluation for school programs; 3) work with group orientation facilitators and summer teen interns; and 4) work closely with others to ensure efficient and high quality group visits.

Position Responsibilities:
• Act as registrar–schedule school groups, manage billing for group visits and tours, liaise with teachers, and track all student group data.
• Work with Student Engagement Facilitators to coordinate group orientations to facilitate organized, educational, fun field trips for visiting groups.
• Implement evaluation efforts for school programs – includes administering interviews, tracking survey results, and conducting observations.
• Assist Urban Roots summer teen program as needed
• Work with Youth and Family Programs Manager and Student Engagement Coordinator to determine direction of school-based program content and resources.
• Work with department staff in the preparation, facilitation and clean-up of special event-based activities as needed.
• Other tasks as assigned.

Qualifications:
• Applicant must have at least 1 year of work in an educational environment.
• Applicant must have an undergraduate degree.
• Applicant must have an interest in and knowledge of nature, plants, gardening, and the environment.
• Applicant must have excellent interpersonal skills, strong oral and written communication and organizational skills, and must be a strong charismatic face for our organization.
• Applicant must enjoy and excel at working with students and be able to meet the diverse needs of our visitors.
• Applicant should also be excellent at communicating with teachers, high school students, and children of all ages as this position requires direct work and coordination with all three.
• Applicant must have proficiency in Microsoft Office programs.
• Applicant must be an independent worker and an efficient manager of time.
• Fluency in a foreign language a plus but not required.

Please submit your cover letter, resume, and two references by email by no later than April 27th, 2018 to the Youth and Family Programs Manager at hr@garfieldpark.org. No phone calls please.

Incomplete applications will not be considered. Garfield Park Conservatory Alliance is an Equal Opportunity Employer.