

DEPARTMENT OF PROGRAMS AND INTERPRETATION

Title: Urban Roots Summer Teaching Assistant

Time Commitment: Seasonal Temporary Part-time 35 hours per week M-F

Pay Rate: \$20/hour

Department: Programs and Interpretation

Reports to: School and Teen Program Coordinator

Position Start Date: June 28th, 2021

Position End Date: August 27th, 2021 (end date can be flexible for current teachers)

Background:

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved 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 this fosters a deeper respect for family, community, environmental awareness, and stewardship of the planet, and encourages life-long learners.

Program Information:

The Urban Roots Teen Docent Program employs over twenty students from Garfield Park's Al Raby High School to provide tours and interpretation of the Conservatory's plant collection to visitors. The Urban Roots Program makes it possible for visiting school and camp groups to receive tailored tours from local teen docents while providing the teen docents with personal and professional development, financial compensation, academic support and real-world STEM experience over the course of a three-year program cycle.

To become docents, the students begin the program with intensive, hands-on summer training in botany and interpretation. During this summer training, teens complete an engaging, hands-on curriculum in STEM, horticulture, interpretation and community building that prepares them to design and lead tours of the Conservatory.

After completing the summer training, teens return to the Conservatory over the next three years to continue to provide tours to visitors while receiving academic and personal support from the Conservatory.

Position Description:

The Summer Teaching Assistant will help facilitate the teen docent summer training portion of the Urban Roots Program at the Garfield Park Conservatory. The Summer Teaching Assistant will engage in meaningful interactions with teens, serve as an informal mentor, prepare and assemble materials for instructional delivery, deliver STEM and interpretation instruction as needed, co-facilitate gardening, help design and lead teen community building activities, supervise teens during daily structured activities and during pop-up tours in the Conservatory's Artist Garden. The Summer Teaching Assistant will average seven hours of administrative work per week. Must be available 35 hours per week, Monday through Friday.

Position Responsibilities:

- Summer teaching assistant will adhere to the mandated COVID-19 procedures at all times (wearing a mask, maintaining social distance, etc.) when interacting with teens. A detailed Covid policy will be shared before joining the team. The program will take place outdoors as much as possible and when inside, social distancing will be required. A mask must be worn at all times.
- Summer Teaching Assistant will collaborate with the School and Teen Program Coordinator to co-facilitate the teen docent program and deliver a creative and engaging curriculum to 21 high school interns. The assistant will be working with a small group of fewer than 10 students.
- Summer Teaching Assistant will provide hands-on direct supervision to teens during daily activities on site. Daily activities include inquiry-based STEM curriculum, outdoor gardening, plant collection lessons and interpretation practice, giving socially distanced tours of the Artist garden, harvesting vegetables for the community, Social Emotional Learning and community building. Must be comfortable working independently with up to 6-8 teens.
- Summer Teaching Assistant will serve as a mentor to students and actively build the program community while maintaining professional boundaries.
- Summer Teaching Assistant will perform administrative duties as needed including maintaining participant files and program records, reporting Summer Meals data.

Qualifications:

Must have experience in teaching middle or high school in the classroom, or in after school programs. Applicant should have an interest in informal education and mentoring youth. Applicant should possess background knowledge or an interest in gardening, STEM, interpretation, or public speaking. Must feel comfortable and enjoy interacting with teen participants, parents, teachers, and volunteers. Must be at least 21 years of age and be willing to submit to a background check. To apply, send your cover letter and resume to HR@garfieldpark.org by May 5th, 2021. Applications will be accepted on a rolling basis.

Job tasks require some physical activity, including* carrying heavy objects (up to 65lbs); kneeling, bending, or stretching for long periods of time; exposure to summer weather conditions, constant sun, wind, and sometimes light rain; and working within moderate proximity to active beehives. *Accommodations can be provided for any of these activities.

Garfield Park Conservatory Alliance (GPCA) is committed to the full inclusion of all qualified individuals. As part of this commitment, GPCA will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Mattie Wilson, mwilson@garfieldpark.org, 773-638-1766 x16.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, disability, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.