



GPCA POSITION DESCRIPTION

Title: Director of Youth Education

Reports to: President

Effective: December 2021

Background:

The Garfield Park Conservatory Alliance (GPCA or the Alliance) was incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 20+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 260,000 visitors in 2019 - including 20,000 school children.

Summary:

The Director of Youth Education is a full time position. The Director supervises the Early Childhood Education Manager, the School & Groups Education Coordinator and the Teen Program Coordinator. The Director works closely with the Director of Programs & Interpretation to align development and implementation of all Youth Education programs with peers working in public programs, interpretation & exhibits, and community outreach. The Director's primary responsibility is to develop and implement strategies to deliver upon GPCA's mission and vision and advance the Strategic Plan goal to be the most inclusive nature education center in the US.

Principal Job Duties and Responsibilities:

- Create and implement a suite of education programs that:
 - align with learning objectives of CPS and NGSS curricula
 - are informed by the community
 - build upon one another to engage learners from preschool through graduation
 - advance the Strategic Plan goal to be the most inclusive nature education center in the United States
 - effectively utilize Conservatory resources and spaces including the global plant collection, the Children's Garden, the Play & Grow Garden and Child Wild
- Oversee the Urban Roots Teen Docent program, including the Program Coordinator and an annual evaluation of results and relevance to teens and community partners
- Cultivate and maintain strong partnerships within the informal education community
- Write, submit, and oversee annual departmental work plan and budget and provide quarterly and annual reports

- Represent Department of Youth Education to GPCA Board by attending board meetings and presenting reports and plans
- Collaborate with Development Director to identify relevant funding sources, develop proposals, cultivate and steward donors, complete reporting functions
- Effectively manage staff within the Department of Youth Education, ensuring opportunities for professional development and cross-training to enhance skill sets

Desired Skills:

- Minimum 5 years developing and managing educational programs in a public museum, conservatory, botanic garden or a related informal education facility
- Proven track record of excellent departmental and people management
- Strong written and verbal communication skills
- Solid financial management skills and familiarity with budgeting procedures
- Collaborative, team-building attitude
- Proficiency in Microsoft Office programs
- Undergraduate degree (advanced degree preferred) in Education, Environmental Education, or similar field, with excellent knowledge of early childhood learning standards and methodologies
- Track record of success with fundraising or relevant experience in strategic relationship building preferred

Education Requirements:

Completion of a Bachelor's degree or equivalent experience required.

Compensation & Benefits:

This is an exempt position. Salary is negotiable based on experience with a range of \$70,000 - \$75,000. Benefits include medical, dental and vision insurance, and company-paid short-term and long-term disability. We provide employees paid time off and paid holidays.

To apply, submit cover letter and resume with DIRECTOR OF YOUTH EDUCATION –YOUR NAME in the subject line to Jennifer Van Valkenburg at jvanvalkenburg@garfieldpark.org by end of day, Wednesday, January 19, 2022.

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, 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.