



Title: Programs Registrar

Reports to: Nature Education Programs Manager

Effective: September 1, 2023

Classification: Part-Time Non-Exempt (Hourly)

Compensation: \$18 per hour

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 290,000 visitors in 2022 -including nearly 10,000 school children.*

Summary:

The Programs Registrar is a part time position, working 20 hours per week from 9am-1:30pm on weekdays. The Registrar will primarily work with the Nature Education Coordinator and the Nature Education Programs Manager to assist with scheduling and logistics for field trips and programs for children. An ideal candidate will be attentive, communicative, and enjoy making sure that all the details of the day are sorted out efficiently.

Principal Job Duties and Responsibilities:

- Schedule groups, manage billing for group visits and tours, communicate with teachers, and track all student group data.
- Prepare daily schedules for Nature Education Teachers.
- Facilitate and manage communications with groups and schools about visits, workshops and special events.
- Collaborate with Managers and Coordinators to facilitate logistics and scheduling for programs
- Coordinate staffing for adult tours and Urban Roots tours.
- Assist with post-visit evaluation efforts for school programs.
- Work with department staff in the preparation, facilitation, and clean-up of special event-based activities, as needed.
- Positively represent Skills to Succeed
 - Uphold Conservatory Values
 - Follow Conservatory policy and procedures

- Communicate positively and clearly with your supervisor and coworkers
- Meet established timelines and deadlines
- Maintain satisfactory attendance to meetings and Conservatory functions
- Complete duties assigned by supervisor or designee
- Other duties as assigned.

Qualifications:

- Applicant must have at least 2 years of direct work in an office environment.
- Applicant must have excellent interpersonal skills, as well as strong oral and written communication and organizational skills.
- Applicant must be familiar and comfortable with the daily routines and challenges of classroom teachers, students, and families.
- Applicant must have proficiency in Microsoft Office programs.
- Applicant must be an independent worker and an efficient manager of time.
- 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.
- Basic Spanish language skills a plus.

To Apply:

Email Zoe Gaura, Schools Program Coordinator, zgaura@garfieldpark.org, a cover letter and resume by September 25, 2023.

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. Residents of Garfield Park are encouraged to apply.