



Youth Program Coordinator – School Field Trips

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG strives to inspire all people to love plants and be good stewards of the natural world. The gardens include a global garden with arid, sub-tropical, and tropical plants; a culinary garden with permanent and seasonal displays; a family garden centered around a lagoon; a woodland event garden; wetlands; and a coastal prairie on a 132-acre site.

The Garden is seeking a part-time **Youth Program Coordinator** who will report to the Manager of Youth & Family Programs. The ideal candidate will have a strong foundation in education, biology, and/ or environmental science. They should have outreach and/or program coordination experience and a knowledge of current school policies and TEKS (Texas Essential Knowledge and Skills).

This position will coordinate, oversee, and deliver educational experiences based on gardening and environmental topics, manage interpretation, including docent training; compile reports on demographics/feedback from students and teacher surveys; co-plan education strategy; and coordinate community outreach to promote programs.

Main Job Responsibilities:

- Coordinate daily operations, including creating schedules and assigning duties to resource staff and volunteers that interact with school groups, and perform other school/youth group-related tasks as needed.
- Oversee and deliver existing plant- and environmental science-based tours and workshops for visiting school groups in grades pre-K through 12; repeat, modify, or create new programs that use Garden resources to support student attainment of the TEKS.
- Input attendance, demographics, registration fees, and contact information into database and Excel for up-to-date reporting and evaluation of programs.
- Assist with program promotion by writing course descriptions; gathering images and supporting content; and publishing courses and programs to online catalog.
- Prepare and send communication to program registrants with necessary details.
- Keep detailed contact lists for schools and districts; reach out to contacts in schools and districts to expand our reach and attract new schools.
- Support grant reports and requests for funding with data and descriptions of program activities.
- Procure and prepare program materials, as well as maintain inventory of supplies and materials.
- Support the development of special tours on expert-led, focused topics (wetlands, palms, culinary, etc.).

- Support cross training volunteers and/or other staff to perform tasks in coordinator's absence.
- Work as a team member with other education and event staff on Garden-wide projects such as special events and interpretive themes.
- Perform other youth audience-related duties as assigned, i.e. assist with youth and family and summer camp programs

Qualifications and Experience Requirements:

- Bachelor's degree in environmental, or education-related field is required
- Experience in program development and interpretation required.
- Experience teaching children in some capacity; experience teaching science topics in an informal setting such as a public garden, nature center, or museum is ideal.
- Bilingual or multilingual highly desirable.
- Excellent communication skills, both written and verbal.
- Ability to understand and interpret instruction to work effectively and efficiently with minimal supervision, independently and as part of a team.
- Excellent attention to detail.
- Experience using, or ability to quickly learn, CRM/database software, such as Tessitura; Microsoft Office & Teams; Zoom.
- Basic knowledge of plants and environmental science content.
- Vocal ability to command a large crowd of people or multiple school groups and direct them to their activity locations.

Physical Demands:

- Physical stamina to be outdoors standing/walking on different kinds of terrain (gravel path, concrete, rock pathways, etc.) for up to 5 hours a day, in all kinds of weather, including very warm, humid conditions.
- Ability to lift up to 30 pounds.

Schedule and Salary:

- Schedule: Part time (approx. 24 hours per week). Monday through Friday, occasional weekends and evenings may be required
- Hourly wage of \$17-\$18/hour.
- Position is available on January 1, 2026

Application Procedure:

Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!