



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 Houston Botanic Garden is seeking a **part-time Youth Program Coordinator** to support and grow our school field trip program. Reporting to the Youth & Family Programs Manager, this position coordinates logistics, teaches environmental education programs, supports volunteers and educators, and helps expand relationships with schools throughout the Houston area.

The ideal candidate is enthusiastic about environmental education, enjoys working with children, and has strong organizational and communication skills.

Main Job Responsibilities:

- Coordinate school field trip experiences, including scheduling volunteers, preparing materials, and overseeing on-site activities.
- Serve as the primary on-site coordinator for visiting school groups.
- Lead and facilitate hands-on educational tours and workshops for students in Pre-K through 12th grade.
- Adapt existing programs and help develop new experiences aligned with Texas Essential Knowledge and Skills (TEKS).
- Maintain attendance, registration, revenue, demographic, and evaluation records.
- Serve as the primary point of contact for teachers and school administrators, managing field trip communications and accommodating group needs before, during, and after visits.
- Assist with the development, evaluation, and maintenance of field trip offerings, including program content, educational materials, request forms, surveys, and online resources.
- Maintain school and district contact lists and conduct outreach to expand participation.
- Support grant reporting through data collection and program documentation.
- Procure program supplies and maintain inventory of educational materials.
- Train and support volunteers and staff members involved in school programs.
- Assist with Youth & Family Programs, summer camp, special events, and other education initiatives as needed.
- Collaborate with Education and Events staff on Garden-wide projects and interpretive initiatives.

Qualifications and Experience Requirements:

- Bachelor's degree in education, environmental science, biology, or a related field required.
- Experience developing and delivering educational programs.
- Experience teaching or leading activities for children; experience teaching science in an informal education setting is preferred.
- Knowledge of Texas Essential Knowledge and Skills (TEKS) preferred.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently and collaboratively in a dynamic environment.
- Experience using Microsoft Office and the ability to learn CRM/database systems such as Tessitura.
- Basic knowledge of plants, ecology, or environmental science.
- Ability to confidently manage and direct large groups of students and adults.
- Bilingual or multilingual abilities are highly desirable.

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:

- Part-time, approximately 24 hours per week
- Primarily Monday-Friday, 8:00 a.m.-1:00 p.m. during field trip programming
- Flexible scheduling outside of field trip hours
- Occasional evenings and weekends may be required
- \$17-\$18 per hour
- Anticipated start date: October 5, 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!