

New Orleans City Park Part-time Job Vacancy Notice: Botanical Garden Education Assistant



New Orleans City Park is seeking a part-time Education Assistant to assist with programming at the New Orleans Botanical Garden.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with k-8 school tours Tuesday through Friday.
- Aids in developing and managing the children's program, Growing Gardeners two Saturdays a month
- Assists with the volunteer program, Little Acorns, one Wednesday per month.
- Assists in developing a children's summer camp program.
- Occasionally administers adult programs.
- Assists with the Spring and Fall Garden shows and other special events.
- Assists in plant labeling to include researching plant names, recording data, and making signs.
- Assists with trial gardens.
- May be required to perform additional garden and/or office work as needed.

EDUCATION and/or EXPERIENCE

- Proficiency with Microsoft Word, Excel, and Powerpoint.
- Ability to work outdoors and walk and talk for many hours.
- Ability to work independently as well as part of a team.
- High school diploma or general education degree (GED); one to three years related experience and/or training; or equivalent combination of education and experience.

*Apply by emailing your resume to hr@nocp.org, or you may fill out an application in person at the City Park Administration Building, located 1 Palm Drive in City Park.