

## The Polly Hill Arboretum Job Description

**Job Title:** Education Program Manager

**Department:** Administration

**Supervisor:** Executive Director/Administrative & Financial Officer

**Salary Classification:** Hourly, non-exempt

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**General Summary:** This position is responsible for the strategic growth of adult and youth education at Polly Hill Arboretum as well as the day-to-day operations of PHA's education programs, including overseeing planning, implementation, and evaluation. This involves the development of curricula and supporting materials for our youth education program and the development of a yearly schedule of educational events for adults. Additional duties include managing partnerships and collaborations related to all educational programming and developing and tracking an annual operating plan and budget.

**Education/Qualifications:** A minimum of a bachelor's degree with studies in the area of horticulture, natural science, public garden administration, and/or education preferred. Work experience in the areas of non-profits and education is desirable, in particular, previous experience at a public garden or in an informal science education setting.

**Work Schedule:** This is a full-time, 35/hr a week position. Office hours are Monday through Friday from 8:00am to 3:30pm. It requires occasional evening/weekend work and travel.

**Personal Qualities and Skills:** Preferred candidates will have curriculum development skills. This position requires a professional manner, excellent interpersonal communication (both written and verbal), organizational ability, and administrative skills. A working knowledge of Microsoft Office products, Adobe Creative Suite, Google web apps, WordPress, and social media management is desirable. Candidates must be able to work independently and as a team player, and must be comfortable managing other staff and volunteers. The job requires occasional heavy lifting of up to 50 pounds.

**Supervisory Relationships:** This position guides and supervises the part-time Youth Education Coordinator position.

### Principle Responsibilities:

#### *Adult Education*

- Coordinate all aspects of adult education lectures and workshops; recruit, schedule and facilitate the events
- Introduce speakers, lecturers, and teachers to PHA audiences
- Arrange speaker's travel, accommodations and orientation to PHA and Martha's Vineyard
- Produce education program brochures
- Contribute to the production of PHA publications, including member newsletters, plant information publications and advertisements

- Contribute to the PHA website and seek innovative ways to engage the public through online courses or webinars
- Publicize PHA programs via local news sources, social media and websites
- Plan and lead garden tours on- and off-Island
- Teach classes and workshops
- Lead tours of the Arboretum grounds
- Field phone and visitor inquiries as needed
- Occasionally assist in the Visitor Center

#### *Youth Education*

- Guide, supervise and evaluate the yearly work of the Youth Education Coordinator

#### *Work together with the Youth Education Coordinator to:*

- Schedule school group visits and coordinate volunteers
- Schedule informational visits to schools in advance of on-site visits
- Participate in all scheduled school programs
- Organize, train, and manage youth education volunteers
- Participate in grant writing in support of educational programming
- Participate in the local environmental educators group

#### *Interpretation*

- Participate in interpretative efforts in support of education, membership, visitor services, and collections

#### *Arboretum Events*

- Participate in the planning and publicizing of yearly events in conjunction with the events committee

#### *Professional Development*

- Attend professional meetings, workshops, and seminars as appropriate
- Maintain awareness of current research, practices, resources and standards
- Develop and maintain cooperative professional relationships with public garden colleagues and Martha's Vineyard schools

#### *Development/Board Support*

- Participate in PHA Board meetings as required
- Prepare end-of-year report on all educational activities to the PHA Board of Directors

#### **Benefits:**

- Medical and dental insurance through Blue Cross Blue Shield Preferred Blue plan with 80% of premium currently covered by PHA.
- PHA full time employees may also be reimbursed for out of pocket medical expenses through an additional Health Reimbursement Account benefit currently set with a limit of equal to the insurance plan deductible.

- Employees may also opt to enroll in an FSA 125 plan which is funded entirely by the employee with pretax dollars as a payroll deduction.
- The Polly Hill Arboretum offers a voluntary 403(b) tax-deferred retirement plan to assist full time employees in saving for retirement. The plan is sponsored by TIAA-CREF. The Arboretum will match up to 10% of a full time employee's salary.
- An exemplary, full-time employee may be considered for some amount of housing stipend after being employed at PHA for over three years during which time no disciplinary actions have been taken against him/her. The amount is determined by the executive director and administrative and financial officer. Stipends can be terminated at the discretion of the executive director based on poor job performance or discipline issues.
- This non-exempt position is eligible for ten days of vacation and three personal days in year one as well as 17 holidays annually.
- Employees can earn ten days of sick leave each calendar year.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees. These duties are subject to change as needs and programs change and are not considered either inclusive or exclusive. PHA reserves the right to add, change, modify or eliminate any employee benefit programs and to make modification to salary, title or reporting relationships as the needs of the business require. It is anticipated that up to 20% of your job responsibilities will change annually.

PHA is an equal opportunity employer.

**Last Updated:** June 2024