



Hoyt Arboretum Field Trip Lead

Reports to: Education Coordinator

Program Description

Hoyt Arboretum is Portland's museum of living trees. Our student field trip program hosts thousands of youth from all over the Portland Metro area. These field trips, supervised by the Field Trip Lead and led by volunteer Arboretum Naturalists, engage students in trailside environmental education focusing on local ecology and the importance of trees in the natural world. The Field Trip Lead will gain experience with program coordination, working with volunteers, and teaching environmental trailside education in an informal setting.

Responsibilities

- Greet school groups and facilitate their arrival, including bus drop off, site introduction, teacher/chaperone orientation, etc.
- Lead small groups on a 90-minute field trip of the arboretum's trails
- Work with volunteer Arboretum Naturalists to coordinate group assignments and trail routes. Conduct debrief session with volunteer Arboretum Naturalists after the field trip
- Maintain field trip supplies
- Support the training and onboarding of new volunteer Arboretum Naturalists
- Become familiar with Hoyt Arboretum safety and communication protocols

Qualifications

- Experience in teaching elementary-age students from a variety of backgrounds, preferably in an outdoor education or field trip setting
- Background in environmental education or natural sciences
- Love of the outdoors, and comfortable walking on trails
- High energy and enthusiasm for teaching elementary-age youth
- Good communication and public speaking skills

Time Requirements

The Field Trip Lead should be available for the duration of the fall field trip season, which runs from mid-September through mid-November on Tuesday- Friday mornings from 9:00am to 12:00pm. This is a seasonal opportunity with potential to run through the school year from September-June.

Compensation

This is a part-time position consisting of 10-20 hours per week. Hourly compensation is \$16 per hour.

To Apply: Please email your resume and cover letter as a PDF to emily.lytle@portlandoregon.gov or call (503) 823-4477 for more information.