

# Hoyt Arboretum Friends



## **Seasonal Nature Educator** ***Position Description***

**Position:** Seasonal Nature Educator

**Reports to:** Youth Programs Manager

**Classification:** Part-time, 2-3 days a week

**Pay Range:** \$20-22/hour

**Application Deadline:** Friday, July 25, 2025 by 5 P.M.

### **Position Summary:**

Hoyt Arboretum Friends (HAF) is seeking a Seasonal Environmental Educator to assist with guided school field trips and informal youth education programs. Our guided programs host thousands of youth each year from ages 4 to 14.

Guided field trips coordinated by Hoyt Arboretum Friends engage students in hands-on environmental education focusing on local ecology and the importance of trees in the natural world. In particular, this position will guide small groups of students (typically 8-15 children) with inquiry- and nature-based curriculum. Outside of field trips, this position includes opportunities to provide additional education support for informal youth education programs, including: scout programs, homeschool groups, learning stations during school breaks, tabling events, and more.

Ideal candidates will enjoy leading inquiry-based environmental education programs to young people and encourage meaningful connections with the natural environment. Scheduling for this position varies due to the nature of field trip registrations, however, programs occur Monday through Friday mornings with a higher volume of groups visiting in the fall and spring. There will also be opportunities to support weekend and summer programming on an as-needed basis.

### **Duties and Responsibilities:**

- Lead schools and other youth-based community groups from diverse socioeconomic and cultural backgrounds on 90-minute field trips.
- Engage students and teachers, preK and up, in a way that connects them with a greater understanding of the natural environment around them.
- Develop content and lead free drop-in educational programs during school breaks.

- Provide quality education opportunities for youth and their caregivers in programs such as scouts, homeschool, and free learning events.
- Ensures the health and well-being of participants on field trips, tours, and events.
- Becomes familiar with Hoyt Arboretum safety and communication protocol.
- Becomes familiar with trail systems, native flora, and common tree species that are within Hoyt Arboretum.
- Perform other duties as needed.

### **Preferred Skills and Experiences:**

We recognize that there are many different paths, experiences, and non-traditional backgrounds that add value to one's work, and we encourage applicants to apply even if they do not have all of the preferred skills and experience.

- Background in inquiry-based environmental education or natural sciences.
- Over 50% of schools who visited Hoyt Arboretum in 2025 denoted their students included Spanish speakers. Strong priority will be given to applicants with Spanish proficiency.
- Excellent communication and interpersonal skills. Comfortable interacting with the general public and speaking in front of groups of people.
- Knowledge of trees, plants, and wildlife of the Pacific Northwest.
- Love of the outdoors and comfortable leading groups on trails in varying weather conditions (heat, rain, cold, etc.).
- Familiarity with childhood development and age-appropriate group management techniques.
- Demonstrates a team spirit with enthusiasm, flexibility, and creativity.
- Knowledge and understanding of equitable and inclusive practices to apply when working with a diverse population of youth and the public.
- Demonstrates cultural competency. Personal experience or strong familiarity with the historical context of under-served/under-resourced communities. An understanding of Portland's history of discriminatory practices is highly desired.
- Ability to carry a messenger-style bag and lift up to 20 lbs.
- Ability to walk over one mile on uneven terrain, lift, bend, and kneel as required.
- In addition to English and Spanish, Russian, Chinese, or Vietnamese fluency is preferred.
- All employees will undergo a background check.

### **Compensation and Benefits**

The pay range for the Seasonal Environmental Educator position is \$20-\$22 per hour, based on years of experience and language fluency. An employee parking

permit or an alternative transportation (walking, biking, TriMet) incentive are provided.

### **Hours and Work Location:**

- Generally, 2.5-3 hours per shift and two to five shifts per week.
- Shifts are most often in the mornings and end before 1:00 pm.
- Planned work days and times will be provided in advance and can be flexible with sufficient notice.
- Most hours will be completed on-site at Hoyt Arboretum.
- Shifts are most frequent September through mid December and March through mid-June.
- Start date: September 1, 2025

### **How to Apply**

To ensure full consideration, please apply by **Friday, July 25th at 5pm**. Submit your resume and a one-page cover letter that addresses the questions below. We will continue accepting applications after this date, but cannot ensure all will be reviewed.

- How has environmental education been a part of your life?
- What experiences in your life have shaped your views on diversity, equity, access, and inclusion?

Email your cover letter and resume as a single PDF document titled LASTNAME\_FIRSTNAME\_EE.pdf with a subject line of SEASONAL ENVIRONMENTAL EDUCATOR APPLICATION to [jobs@hoytarboretum.org](mailto:jobs@hoytarboretum.org). No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

### **About Hoyt Arboretum**

Hoyt Arboretum is Portland's museum of living trees. We're proud to be a center for botanical education, conservation research, outdoor recreation, and family-friendly activities. Hoyt Arboretum is also a free public park where all people can take part in the mental, spiritual, and physical enrichment that green outdoor spaces offer. We prioritize providing access and a welcoming environment for people of all backgrounds, so that no one is excluded from the health benefits and educational resources available at our park. Hoyt Arboretum thrives thanks to the partnership between Hoyt Arboretum Friends (HAF), a membership-based, nonprofit organization and Portland Parks & Recreation.

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment. This job description is not all-inclusive and may be amended.

Our Mission and DEAI statement can be found [here](#).