



Cultivating a Lifelong Love of Nature

## **POSITION DESCRIPTION:**

### **Adjunct Interpretive Educator**

**Position Summary:** The Friends of the Domes' Adjunct Interpretive Educator will substitute for Education Program staff members on an on-call, as-needed basis.

**Position Type:** On-call

**Start Date:** As soon as April 10, 2023

**Reports to:** Education Director

**Location:** Mitchell Park Horticultural Conservatory (Milwaukee, WI)

**Compensation:** \$25/hour. Hours per week will vary

**To Apply:** Fill out Google Form (link below)

### **Schedule:**

On-call, as-needed basis during typical school hours: Weekdays 8:30AM-3PM, most often 8:30-11:30AM. Some weekend hours and additional duties may be added. Adjunct Educator will serve as a substitute staff member for education program staff members. Includes hours for shadowing current educators and learning provided curriculum. Will be notified with as much advance warning as possible.

### **Responsibilities:**

Adjunct Educators are primarily responsible for performing field trip duties and program instruction in the Education Center or other settings (such as online formats).

**Lead Interpretive Educator Duties:** Educators follow a provided curriculum to educate students about The Domes and its plant collection. Field trips take place during school hours (9AM-2:30PM), for 10-70 students and adults. Each field trip requires program material setup and takedown.

**Education Director Duties:** Responsible for the safety, behavior management, emergency procedures, and logistics during field trips at The Domes.

More information about our youth programs: [MilwaukeeDomes.org/learn/youth-field-trips/](https://MilwaukeeDomes.org/learn/youth-field-trips/)

### **Requirements:**

- Availability on an on-call, as-needed basis during typical school field trip times; applications will not be considered if applicant does not have daytime availability

- Ability to communicate availability via email and phone
- Ability to learn and teach educational programs (shadowing current staff available)
- Comfort in speaking in public to large groups of children and adults
- Comfort teaching inside the desert, tropical and show domes
- Time management skills
- Friendly, personable
- Some computer skills: email, typing, editing, Google platform (Docs, Sheets, Meets)
- Strong commitment to diversity, equity and inclusion
- Ability to lift up to 40 lbs.
- Optional: Bilingual (Spanish/English) preferred
- Some experience:
  - Teaching (either formally or informally)
  - Working with children
  - Horticulture, science, plants, nature, sustainability, health and wellness
  - Working in the nonprofit sector

**Application:** To apply, please fill out this short online survey, which includes listing relevant experience and skills, a statement of interest, and your availability. [Link to Google Form](#)  
No phone calls please.

**About Us:** As a private nonprofit, Friends of the Domes has been supporting the Mitchell Park Horticultural Conservatory (The Domes) since 1989. We provide educational and enrichment activities that ensure every visitor departs feeling a connection to nature. Major initiatives include educational programming including management of The Domes Ed Center; membership and volunteer recruitment and management; management of The Domes gift shop; fundraising and marketing efforts that benefit the mission of The Domes.

**Commitment to Diversity:** The Friends of the Domes is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the Milwaukee community. The Friends of the Domes does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

**FRIENDS OF THE DOMES ♡ 524 S LAYTON BLVD ♡ MILWAUKEE, WI 53215**  
(414) 257-5608 ♡ [www.milwaukeedomes.org](http://www.milwaukeedomes.org)