



POSITION OVERVIEW

Friends of the National Arboretum (FONA) seeks a Program Manager to oversee its field trip programs (SPROUT) and youth development programs (Green Ambassadors). Through this position, you will have the opportunity to focus on garden-based education experiences for students in PK-12th grade, as well as coordination and communication with teachers and community partners to organize programs and trips. As a core member of the programs team, you will also support the school-based programs and Arboretum community events.

ABOUT US

Friends of the National Arboretum (FONA) is a nonprofit membership organization working to preserve and enhance the U.S. National Arboretum (USNA) in Washington D.C. and bring this remarkable resource to life as an important part of the city and region.

FONA programs include the Washington Youth Garden, School Garden Support, Green Ambassadors, and Recreation and Community Events. The Washington Youth Garden, home base for many of our educational programs, has provided a space for over 50 years for youth and families to grow food together and experience unique environmental science and nutrition education programming. The mission of FONA's education programs is to nurture curious minds and healthy bodies by connecting youth and adults to food, the land, and each other.

ABOUT YOU

You are someone who loves engaging young people, visitors, volunteers, and fellow staff in hands-on, experiential learning. You want to set up engaging learning environments for students and let the environment lead the teaching. You are comfortable with a mix of outdoor and indoor work environments, in all weather conditions. You also understand that effective programs rely upon strong coordination and organization in advance so that participants can get the most out of their experience. Even then, you understand that sometimes the best laid plans need to change.

The ideal candidate will have experience with the following:

- 2 years minimum informal, garden-based teaching of children (aged 3-13)
- Experience with youth development programs (ages 14-21)
- Working with people from diverse backgrounds
- Gardening, especially fruit and vegetable production
- Hands-on, experiential programs (including life skills projects like cooking, construction)
- Facilitating groups of adults, either peers or the public
- Working on and tracking multiple projects, and balancing priorities effectively
- Promoting professional growth for self and staff
- Using Google Docs and Microsoft Office; some experience with social media or graphic design tools like Canva is beneficial
- Driving a truck and/ or 15 passenger van

Fluency in Spanish or other languages is strongly preferred.

REQUIRED CERTIFICATES AND LICENSES:

- Driver's License
- First Aid Certificate (can attain after hire)
- Completion of [DCPS clearance](#) process (can attain after hire)

PRIMARY RESPONSIBILITIES

- **Program Development and Facilitation (80%):**
 - Key Staff Member for SPROUT educational field trips (30%)
 - Coordinate outreach, registration, scheduling and communications with all school groups
 - Refine existing SPROUT activities and periodically develops new activity stations for SPROUT field trips
 - Train new and returning staff on SPROUT program activities and expectations
 - Organize staffing schedule for SPROUT field trip, including SPROUT-specific staff, and incorporating other programs team staff as necessary/ relevant
 - facilitates 90 minute field trips (approximately 4 per week April-June, September- November)
 - Ensure SPROUT trips for Educator Coaching Program schools are integrated with ECP goals
 - School Garden Support Team (10%)
 - Engage in planning and collaboration with the School Garden Support Team for Educator Coaching Program offerings, and support SGST events as time allows
 - Key Staff Member for Green Ambassadors Program (30%, heavily weighted to summer)
 - Recruit 12-14 DC youth participants and 1-3 crew leaders annually (including alumni)
 - Plan Green Ambassadors Farm Crew schedule and ensures activities align with the GAP logic model and intended outcomes.
 - Facilitate Green Ambassadors Farm Crew program along with Volunteer Coordinator/ Garden Educator, and support from Garden Managers.
 - Community Events/ Saturday Family Program (10%)
 - Works with program team to plan Teen Volunteer Days and Saturday drop-in activities in the Washington Youth Garden
 - Coordinate programming for limited WYG-based weekend community events, like the Garlic Planting Party
 - Support other FONA community events
- **Program Operations (10%):**
 - Procure all materials for SPROUT and GAP programs
 - Organize Garden Education Shed to ensure all staff can access materials
 - Support other programs with transportation, materials, prep as needed

- Ensure pavilion and program spaces remain clean and tidy
- Ensures safety of participants, and creates a plan to assess and address safety concerns with Director of Programs and Garden Managers
- **Staff Management (5%)**
 - Support hiring of seasonal or permanent program staff positions as necessary, including orienting new staff to SPROUT and GAP programs
 - Communicate all SPROUT and GAP program team needs and requests to full Program and FONA team as necessary
 - Meet regularly with key staff to plan SPROUT and GAP facilitation, and supervise 1-3 staff members for specific programs
- **Organizational Support (5%)**
 - Occasionally attend fundraisers and other special events
 - Capture quality photos and videos of FONA programs
 - Keep teammates informed about efforts and program highlights

WORK SCHEDULE & COMPENSATION

Work schedule is generally Monday to Friday, 9:00 am- 5:00 pm, with some flexibility around program times. Expected salary range is \$52-62,000. Salary is subject to FICA and income taxes. Excellent benefits package includes full health care coverage, a matching 401k retirement plan, paid federal holidays and generous accrued PTO, plus travel and cell phone/ internet reimbursement.

The expected start date is March-April, 2024, with preference for start date on or before April 2, 2024.

TRAVEL

This position is based out of the U.S. National Arboretum, with extensive local travel utilizing a 15 passenger van or truck during the 6 week summer Green Ambassadors program, and weekly utilizing a truck or personal vehicle throughout the year.

HOW TO APPLY

Send resume to jobs@fona.org. Write "Program Manager" in the subject line. In addition, please answer two of the following three questions either in a cover letter, or at this [google form](#)).

- What about this position interests you? What do you hope to gain from the experience?
- FONA's youth programs work with primarily Black and Latine communities through DCPS and charter schools in D.C, and we are particularly interested in developing volunteer outreach strategies that connect to the communities directly surrounding the US National Arboretum. Please explain your connections to or roots in the communities of Washington, D.C., and/ or your interest in working with D.C. communities.
- Give an example of a time you've led a group or activity with youth or adult learners in the past. What strategies or best practices did you use?

Applications will be reviewed on a rolling basis after February 8th, and will not be received after February 18th, 2024.

All applicants will be required to complete a background check as part of the interview process.

Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.