

**Friends of the National Arboretum
Position Description**

Position Title: Program Assistant

Reports To: Program Director

FLSA Status: Non-Exempt, Temporary

Payband: 1

POSITION OVERVIEW

Friends of the National Arboretum (FONA) seeks a Program Assistant who will support maintenance of the one-acre Washington Youth Garden and occasionally help with community events, field trips, and volunteer engagements.

This position is part-time, through mid-November.

ABOUT US

FONA supports and celebrates the science, beauty, and community impact of the U.S. National Arboretum through education, engagement, and access to nature. Our vision is to create an extraordinary local and global public experience through the U.S. National Arboretum, where people of all ages can learn, connect, and find joy in nature, supported by world-class research, expanded education, enhanced facilities, and greater community access.

ABOUT YOU

You are comfortable working outside, have some gardening knowledge, and like to help connect other people to the natural world. You are someone who loves engaging with people and building relationships with adults and young people. You know communication is key to building relationships. You love working outdoors and working with your hands.

EXPECTED CERTIFICATES AND LICENSES

- Driver's License
- First Aid (can attain through professional development after hire)

Prior to employment, FONA will conduct a background check, including criminal and sexual offender checks, as well as verification of both education and employment.

PRIMARY RESPONSIBILITIES

The Program Assistant's main responsibility will be to maintain the garden. Basic gardening knowledge and experience are preferred. Applicants should be comfortable lifting 40 pounds, working outside in all weather, and be able to work in a kneeling or crouching position for extended periods of time. Good communication and comfort engaging with visitors and school groups in the garden is a plus. The main responsibilities will include:

- Assisting the Garden Manager with assigned tasks

- Setting up and cleaning up activities
- Leading volunteers in garden activities
- Working alongside the Garden Manager and independently to complete Demonstration Garden maintenance, including weeding, planting, mulching, mowing,
- Welcoming and answering questions of the US National Arboretum visitors walking through the Demonstration Garden
- Supporting program staff in implementing field trips and community events

PHYSICAL DEMANDS

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand, walk, travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 40 lbs.
- Ability to be active in the outdoors environment for 4-6 hours per day.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

WORK SCHEDULE

The work schedule is negotiable, with up to 20 hours of work expected per week. Ability to work Saturdays is a plus.

COMPENSATION

Expected hourly rate range is \$21-24 per hour. Salary is subject to FICA and income taxes. Part-time employees enjoy leave benefits as outlined in the FONA employee handbook.

HOW TO APPLY

Send resume and brief cover letter on why you are interested in this position to jobs@fona.org. Write "Program Assistant" in the subject line. Applications will be reviewed on a rolling basis until a candidate has been selected.

Friends of the National Arboretum is an equal opportunity employer.