



Cylburn Arboretum Friends (CAF) is the non-profit organization that has been partnering with the City of Baltimore since 1954 to maintain the grounds and gardens at Cylburn. Our commitment to the Baltimore community is to support the Cylburn Arboretum through stewardship and educational programming.

Cylburn Arboretum Friends is committed to an inclusive, diverse, equitable, and accessible work environment. Our aspiration is to continue to cultivate a workforce and institution that is as diverse as the communities we serve.

POSITION TITLE: Nature Center Assistant

Hourly Rate: \$18-\$20/hour

Hours per Week: 37-40

Reporting to: Education Director

Description:

Cylburn Arboretum Friends recently built the Nature Education Center to create a facility that will 1) expand our educational and training opportunities, 2) enhance our visitor experience and 3) increase our community initiatives. This position provides support in the daily operations of the Nature Education Center. Considerable independent judgement must be exercised with direction from the Executive Director or Education Director if needed. This is a one-year term position with potential to extend in the future.

Typical Duties:

- Provide visitor services for the Nature Education Center by opening and closing the building as assigned, greeting visitors, directing guests around the Center based on their interests, and communicating with CAF staff members as issues arise.
- Supervise Visitor Service Volunteers on weekend shifts.
- Plan, prepare, and facilitate CAF programs.
- Track and report attendance for programs monthly.
- Handles technology issues for the building.
- Works independently and with supervision and as a member of a team.
- Prepares the NEC for daily public visiting hours including weekly cleaning before or after closing.
- Maintain the CAF Website including upcoming events and seasonal program updates.
- Create a weekly "Cylburn Arboretum Schedule" for our VSV group so that they are aware of the activities taking place on campus, seasonal attractions, and other notes of importance. This is a one page document with pictures of things in bloom, upcoming events etc. Print it weekly and write information on the whiteboard.



- Manage inventory and ordering supplies for the building.
- Assist with special projects as needed and attend staff meetings.
- Depending on the primary function of the assignment, coordinates one or more of the following specific areas such as:
 - **Daily Demonstration.** Maintain the Frog Tank checking for cleanliness and safety. Run a Frog-feeding or other demonstration on days worked.
 - **Exhibit Development.** Work closely with the Education Director and docent team to secure/change/update exhibit materials.

MINIMUM QUALIFICATIONS

2-3 years of professional experience, or training in a related field, required. Scientific degree strongly preferred. Experience in nature programming preferred. Strong leadership and interpersonal skills. Ability to work effectively in a team environment. May be required to work weekends.

Compensation:

Salary Range grade 046

Benefits:

Cylburn Arboretum Friends (CAF) offers a supportive and flexible work environment with a range of meaningful benefits. Employees accrue paid time off (PTO) starting at three weeks annually, with increases based on years of service. We also offer a retirement plan with a 3% employer match. While health benefits are not traditionally provided, they may be negotiated as part of the hiring process. CAF is committed to supporting a healthy work-life balance and creating a workplace where employees feel valued and inspired by nature.

Cylburn Arboretum Friends provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local law.