



Winter Show Facilitator Cleveland Botanical Garden Seasonal Position

Description: Holden Forests & Gardens (HF&G)

Holden Forests & Gardens is made up of two of Northeast Ohio's most important environmental and cultural institutions — [Holden Arboretum](#) and [Cleveland Botanical Garden](#) — whose mission is to connect people with the wonder, beauty, and value of trees and plants, to inspire action for healthy communities. The 12th largest public garden in the country, HF&G has close to 15,000 member households and more than 380,000 annual visitors who enjoy inspirational and educational experiences. HF&G is making a positive impact in the region and beyond through urban greening and forestry initiatives, environmental research, nature-based educational programs, and world-class visitor experiences at its two campuses.

When you join HF&G, you join a team of professionals who are passionate about improving Northeast Ohio's communities through our mission-driven programs. By joining HF&G, you will not only have the opportunity to work in a beautiful setting, but you will also have the opportunity to contribute to our fulfilling and groundbreaking work.

Opportunity:

The Education department seeks an organized, creative, and friendly team member to support Winter Show educational activities at the Cleveland Botanical Garden. Facilitators will set up, greet guests, complete room resets, and assist with programs and crafts. This position's primary location is at the Cleveland Botanical Garden which spans 10 acres through enrichment and inspiration through fabulous gardens, glasshouses, and seasonal events.

Position Details:

- Shifts are approximately 8 hours, some evening and holiday shifts required
- Must be able to work some Saturdays & Sundays
- Opportunity to work a minimum of 5 hours per week with a maximum of 40 hours per week

Key Responsibilities:

Key responsibilities of the Winter Show Facilitator include, but are not limited to:

- Support the Botanical Garden's mission, values, vision, and core commitment to the visitor experience and community engagement
- Support our Winter Show educational activities including activity space or program set-up, inventorying & restocking materials, room reset, and general tidying as needed
- Assist with program, craft, and game facilitation with guests
- Greet and welcome guests to a scheduled program
- Provide friendly, clear, and courteous customer service to encourage repeat visitation
- Contribute positively to a team of seasonal staff, volunteers, and others
- Maintain the appearance, cleanliness and safety of workplace and facilities
- Perform other duties as assigned

Qualifications and Skills:

- Experience working with children in an outdoor and educational setting
- Must enjoy working with the general public, families, and children
- Must be comfortable assisting with programs, games, and craft activities daily
- Ability to work within a team and be self-motivating when working independently
- Demonstrate a positive attitude and high enthusiasm
- Must have a flexible schedule and be able to work weekends and some evenings
- Must be comfortable working outdoors in winter conditions including, cold temperatures and snow
- Must pass a criminal background check

Physical Requirements

Must be able to perform with or without reasonable accommodation:

- Ability to stand/sit for extended periods of time
- Ability to understand basic instructions using the English language
- Effective vision and hearing
- Perform all tasks in all weather conditions
- Hand and arm dexterity
- Walk and work on wet, uneven slippery terrain
- Kneel, bend, stoop, grab, and reach
- Regular lifting and carrying up to 30 lbs, occasionally 45 lbs.

Apply:

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit résumé and 3 professional references to Tom Masaveg <tmaseveg@holdenfg.org>

Holden Forests & Gardens (Holden Arboretum and Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable, and experienced individuals to join our staff and enhance our reputation as one of the country's foremost public gardens.