



Red Butte Garden AmeriCorps School Programs Environmental Educator

ORGANIZATION OVERVIEW

Red Butte Garden is one of the largest botanical gardens in the Intermountain West and together with the University of Utah, is the State Arboretum of Utah. We are located on 100 acres in the foothills on the eastern edge of the University of Utah campus. The Garden has welcomed guests since 1985 and consists of over 21 acres of developed gardens and five miles of hiking trails winding through an extensive Natural Area. The Garden, which is community-funded, is renowned for its numerous plant collections, display gardens, 560,000 springtime blooming bulbs, including a vast collection of daffodils, gorgeous private event spaces, a world-class outdoor concert series, and award-winning horticulture-based educational programs.

POSITION OVERVIEW

Red Butte Garden, alongside the Utah Conservation Corps (UCC), is excited to accept applications UCC AmeriCorps Individual Placements in our School Programs department. Join our team and become an AmeriCorps School Programs Educator and provide direct services to our community through our botany and science-based programs for K-12 students throughout the state. Share your passion for plants, the outdoors, and the environment to school aged (K-12) kids during classroom visits, field trips, and more. Gain valuable experience teaching curricula for School Programs based on NGSS and Utah's SEEd standards. Develop resume building skills through professional development opportunities. Work in a beautiful botanical garden and travel to schools throughout the state. Must enjoy being outdoors, informal education, and working with school aged children. **The Individual Placement position is supervised by the Schools Program Manager.**

This is a 1200-hour AmeriCorps Individual Placement position offered through Utah Conservation Corps and is a great opportunity to grow your skills in environmental education, botany, horticulture, NGSS & SEEd science standards, and more. The term of service will run August 2024-May 2025 (approximately). The work schedule for this position is mostly Monday through Friday (30-40 hours per week). During the K-12 school year, start times may be as early as 6:30am. Some weekend and evening work may be occasionally required.

PRIMARY DUTIES (DIRECT SERVICES)

- Present environmental education to a range of K-12 students, primarily early elementary, with occasional middle and high school students, throughout the state.
- Lead and assist with teaching summer camps to elementary and middle school age students.
- Communicate with and instruct teachers on science content.
- Travel to classrooms throughout the state, including driving a Red Butte Garden vehicle, and several overnight, multi-day trips.
- Assist with scheduling of program events.
- Assist with daily operations by maintaining, manufacturing, and collecting supplies, facilities, and equipment.
- Assist with acquiring and analyzing program evaluation data.
- Assist the Programs Department with other activities, programs, and seasonal events.
- Assist the Programs Department in developing and revising program curriculum and materials.
- Develop a data tracking plan and collect and report AmeriCorps impact data timely and accurately.

TRAINING / PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)

- Professional development opportunities vary depending on schedule and staff availability but typically include:
- On-site training on K-12 programs.
Training on 3-dimensional science teaching.
- Informal science education networking opportunities.
- Attendance to virtual or in-person education conferences.
- Data collection and reporting training (required).

POSITION REQUIREMENTS

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States;
- Be at least 18 years of age.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit members to a maximum of four AmeriCorps terms in a program such as UCC. AmeriCorps also limits the number of education awards an individual may earn. This rule states that "although an individual can serve more than two terms, a person cannot earn more than the aggregate value of two, full-time education awards."
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Must submit to and pass a background check. Must be clear of any record on the National Sex Offender Public Registry. Must have a criminal record clear of any conviction(s) for murder.
- Full day schedules include a 30-minute lunch break does NOT count toward term of service hours.

Position Specific Requirements:

- A positive and professional manner with diverse populations.
- Background in science, education, environmental studies, botany, or horticulture preferred.
- Written and verbal communication skills.
- Must enjoy working outside, in classrooms, and with elementary age students.
- Familiarity with basic Word, Excel, and Outlook skills.
- Experience working with children and some knowledge of lesson planning, classroom management, and public speaking.
- Proactive, flexible, strong organizational skills.
- Ability to work both independently and as part of a team.

COMPENSATION

- UTA Passes are available.
- **Living Allowance \$19,941.18**--taxable; divided and paid in even bimonthly (TWICE per month) disbursements throughout term of service.
- **Education Award \$4,826.50** (available to members upon successful completion of service term hours AND dates).
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).

HOW TO APPLY

Research shows that candidates from underrepresented populations often don't apply for positions if they don't meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Email the following to Nick Hoffmann (nick.hoffmann@redbutte.utah.edu) with "Red Butte Garden AmeriCorps Application" in the subject line:

- Cover letter
- Resume
- Three Professional References with both phone and email

Preference will be given to complete applications received by 7/21/2024.

Diversity Statement

Utah Conservation Corps is an equal opportunity program. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran, or disabled status. UCC is committed to providing reasonable accommodations for application and service with our programs.

About the Utah Conservation Corps

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We're a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the

environment, and regions requiring disaster response efforts.

Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

UCC's Zero Tolerance Policies

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- Engage in activities that pose a significant safety risk to others or physically or emotionally damage members of the program or community, such as harassment, hostile work environment, or bullying;
- Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, campsite, or in UCC vehicles (which includes showing up to work hungover); and
- Fail to notify the UCC of a criminal arrest or conviction during their term of service.

Land Acknowledgement Statement

As part of Utah State University, a land grant institution, UCC acknowledges Utah State University campuses and centers reside and operate on the territories of the eight tribes of Utah, who have been living, working, and residing on this land from time immemorial. These tribes are the Confederated Tribes of the Goshute Indians, Navajo Nation, Ute Indian Tribe, Northwestern Band of Shoshone, Paiute Indian Tribe of Utah, San Juan Southern Paiute, Skull Valley Band of Goshute, and White Mesa Band of the Ute Mountain Ute. Along with USU, we acknowledge these lands carry the stories of these Nations and their struggles for survival and identity. We recognize Elders past and present as people who have cared for, and continue to care for, the land. In offering this land acknowledgment, we affirm Indigenous self-governance history, experiences, and resiliency of the Native people who are still here today.

AmeriCorps Rules of Conduct

AmeriCorps Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Engage in any activity that is illegal under local, state, or federal law
- b. Engage in activities that pose a significant safety risk to others
- c. Engage in any AmeriCorps-prohibited activities that include:
 - Attempting to influence legislation;

- Organizing or engaging in protests, petitions, boycotts, or strikes;
 - Assisting, promoting, or deterring union organizing;
 - Impairing existing contracts for services or collective bargaining agreements;
 - Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - Providing a direct benefit to:
 - A business organized for profit;
 - A labor union;
 - A partisan political organization;
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
 - Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
 - Providing abortion services or referrals for receipt of such services; and
 - Such other activities as CNCS may prohibit
 - AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals 10 may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.
- d. Such other activities as CNCS may prohibit.
- e. Additional Items Prohibited by the Program
- Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a

census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives.

- Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

- AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

AmeriCorps Members as Team Leaders. Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.