

# Job Posting

## The Institute at Renfrew

We are hiring a dual position:

### Director of Pennsylvania German Four-Square Garden and Historical and Environmental Studies Educator

Part-time, Year-round

Open February until filled

#### Overview

The Institute at Renfrew is a non-profit organization serving the region with outdoor programming in environmental education, interpretation of a historic Pennsylvania German farmstead and a wide variety of family events. Activities are conducted on the site of Renfrew Museum and Park. (Please note that The Institute at Renfrew operates independently from Renfrew Museum and Park.)

***The mission of the Institute at Renfrew is to guide the people of the Cumberland Valley region to become stewards of their natural and cultural worlds.***

To achieve its mission, the Institute:

- provides environmental and cultural education to elementary and secondary school children,
- supports and conducts research about natural and cultural history,
- provides opportunities for adults to learn about the nature and culture of the region and the world,
- presents programs that inform and entertain the community.

#### Dual Position Summary

The person hired for this position will fulfill two roles:

**1.) The Director of the Pennsylvania German Four-Square Garden** is a dynamic and energetic individual who maintains the garden year-round. The director also teaches garden programs for school children during the spring and fall. Public outreach and conducting garden programs for all ages are included in this position.

**Availability:** Garden duties are year-round with fewer hours in the winter months. School programs are taught in spring and fall.

**2.) The Historical & Environmental Studies Educator** is a dynamic and energetic individual, with proven experience leading programs for school children. The educator will be responsible for the delivery of environmental and cultural history programs, pre-K through middle school.

**Availability:** Educators are expected to teach 3–5 days/week during the fall and spring teaching seasons (mid-August through mid-November and mid-March through early June), and to attend training sessions and regular staff meetings.

**Immediate Supervisor(s)**, applies to both positions: Director of Cultural Studies and/or Director of Environmental Studies



*continued on next page*

# Job Posting

## DUAL POSITION:

**Educator — Environmental & Historical Studies (Part-time seasonal)**  
**Director of the Pennsylvania German Four-square Garden (Part-time year-round)**



## Duties and Responsibilities

- I. Share Renfrew's rich heritage, stories and landscape to inspire and engage stewards of the natural and cultural world.
- II. Four-Square Garden
  - Work cooperatively with outgoing director of the garden to learn seasonal operations.
  - Administer all aspects of the four-square garden facility, including budget, maintenance, planning and development.
- III. Teaching Requirements
  - Teach educational programs designed for school children and adults related to the Institute's cultural and environmental education series.
  - Faculty members assist in the development of educational objectives, course descriptions, activities and materials list, pre- and post-class information and cost estimates for each program.
  - Teaching of programs includes student instruction, site preparation, acquisition and maintenance of appropriate instructional materials and props.

## IV. Volunteer/Intern/Student Teacher Supervision

- Assist in the development of a volunteer garden staff, including recruitment and training, and to assist with the supervision of interns/student teachers.
- Work cooperatively with the Four Square Garden Volunteer Coordinator (FSGVC) and be able to assume those responsibilities in the absence of the FSGVC.

## V. General Administrative

- Attend meetings of the Institute as requested.
- Assist in the development of the Institute's long term educational goals.
- Participate in program evaluations.
- Help prepare the annual budget as related to the educational programs as needed

## Professional Requirements for Four-Square Garden Director & Educator Position:

- Bachelor's degree in horticulture, agricultural education, recreation & parks, education, interpretation, history, science, sustainability or related field.
- Experience in garden management required
- Teaching certification preferred but not required
- Experience in environmental/agricultural education and/or historical interpretation
- Willingness to work in varying weather conditions
- Background checks required
- Certification in CPR, AED, First Aid or willingness to be trained



*continued on next page*

# Job Posting

**DUAL POSITION:**

**Educator — Environmental & Historical Studies** (Part-time seasonal)  
**Director of the Pennsylvania German Four-square Garden** (Part-time year-round)

**Knowledge, Skills and Abilities for Four-Square Garden Director & Educator Position:**

- Knowledge of heirloom plants/regional plant life.
- Experience with historic gardens preferred.
- Ability to teach multiple grade levels, pre-K thru high school and public programs for all ages
- Ability to teach within nontraditional setting.
- Ability to develop educational curriculum.
- Knowledge of age-appropriate activities pertaining to gardening, environmental education and historical studies for all ages.
- Knowledge of safety requirements pertaining to children in the garden and outdoors.
- Ability to respond appropriately to an emergency or a crisis situation.
- Professionalism, excellent leadership, organizational and interpersonal skills.
- High energy and the ability to work well with others (staff, children, visiting teachers and parents, volunteers and the general public) to foster a team environment.
- Good judgment, tact, and courtesy in dealing with the public.
- Attention to detail, good problem solving skills and flexibility.
- Ability to work without direct supervision.
- Strong oral and written communication skills. Grant writing experience is a plus.
- Experience working with Microsoft Office, PowerPoint and Excel. Strong email communication skills (group emails, prompt replies).

**Physical Requirements for Four-Square Garden Director & Educator Position:**

Maintaining the garden and teaching outdoors requires a reasonable level of physical fitness. Director/ Educator must be able to:

- Walk long distances and pull garden carts with props and supplies over a variety of surfaces and rough trails through the course of a 7-hour day.
- Stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps, and carry up to 25 lbs.
- Be outside most of the day, during all weather conditions.
- Have the strength and stamina to maintain the garden throughout the growing season.

**Ideal Candidate**

The ideal candidate has knowledge of heirloom gardening, plant life, nature, and enjoys teaching children. The candidate has excellent teaching skills, nurturing children in a gentle and positive manner. Additionally, the candidate embraces the mission of The Institute, is a seasoned professional with leadership experience, and functions very effectively as a member of a collaborative teaching team. Organization, reliability, flexibility, in addition to a love of gardening, nature, and being outdoors are key to this position.

**To Apply:** Email the following to: [info@instituteatrenfrew.org](mailto:info@instituteatrenfrew.org)

- Cover letter
- Resume
- Three references

**Please note: Absolutely no phone calls or walk-in inquiries.**

