



TEMPORARY EMPLOYMENT OPPORTUNITY

Adult Programs/Outreach Coordinator

August 1, 2018 through December 31, 2018

Hourly Rate: \$27.71

The University of Alberta Botanic Garden is seeking a temporary Adult Programs/Outreach Coordinator to oversee the operation of the adult education program and manage the volunteer program with effective volunteer recruitment and engagement as the focus. Through outreach initiatives, the position is the offsite public face of the University of Alberta Botanic Garden.

Duties

- Designs and organizes quality year round adult programming/education courses
- Contracts instructors for the adult programming which includes determining rate of pay and evaluating based on course feedback
- Administers registrations and coordinates the use of space and equipment for the programs
- Oversees the volunteer program which includes volunteer recruitment, screening, orientation and tracking hours
- Works with UABG staff to identify volunteer needs and opportunities
- Develops and maintains volunteer job descriptions, handbook and volunteer files
- Attends various outreach events to promote the UABG and its programming
- Sells merchandise at outreach events
- Contacts organizations about events, programs, and volunteer opportunities

Qualifications

- Minimum Bachelor of Education Degree; equivalent combinations of education and experience will be considered
- Experience in developing evaluation techniques
- Experience in developing programs/curriculum for adult learners
- Highly developed organizational, public speaking, engagement and negotiation skills
- Good understanding of the UABG and its activities
- Computer proficiency in a Windows environment with working knowledge of MS Office applications (Word, Excel, etc.)
- Excellent communication (verbal and written), interpersonal, organizational and time management skills; accuracy and attention to detail

TO APPLY:

Send resume along with a cover letter to:

Ruby Swanson
General Manager
University of Alberta Botanic Garden
ruby.swanson@ualberta.ca

Application Deadline: July 18, 2018

We thank all applicants, however only successful candidates will be contacted.



University of Alberta Botanic Garden
Located in Parkland County, 5 km north of Devon on Hwy 60
botanicgarden.ualberta.ca