

# Gardens of Golden Gate Park

Conservatory of Flowers  
Japanese Tea Garden  
San Francisco Botanical Garden

**Position Title:** After-School Program Counselor

**Department:** Education

**Full or Part Time:** Part-time

**Regular or Temporary:** Temporary,  
November 2023 through June 2024

**Exempt or Non-exempt:** Non-exempt

**Salary:** \$18 - \$23 per hour

## **ABOUT THE GARDENS OF GOLDEN GATE PARK**

**The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.**

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with SFBGS, as well as other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

**The Conservatory of Flowers** is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

**The Japanese Tea Garden** is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

**San Francisco Botanical Garden** opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

## **POSITION SUMMARY**

San Francisco Botanical Garden's After-School Program (ASP) serves children in grades K-5 with all-outdoor programming that focuses on educational and positive social-emotional development with peers in nature. ASP connects children to plants through a combination of structured, themed activities and open-ended time to develop curiosity, initiative, imagination, and creativity. The curriculum revolves around four main themes:

gardening, art, wellness, and ecology. Counselors are members of the Education Department, reporting to the Program Manager. Counselors will be responsible for the care, comfort, and safety of participants. Counselors' primary objectives are to: provide an engaging, fun, educational, age-appropriate, and safe experience for participants; provide excellent customer service to parents and caregivers; work collaboratively within the Learning and Engagement team; lead by example; and inform the development of programs in seasons to come

## **RESPONSIBILITIES**

- Lead a group size of 12-18 participants in partnership with a team of 3+ others
- Provide in-person care for children with a co-counselor in a public setting
- Foster a community that values relationships, thrives on empathy, sees opportunity before challenge, uses positive reinforcement, and anticipates joy around every turn
- Promote character development and model positive and inclusive culture
- Always ensure the physical and emotional safety of all campers through routine safety and wellness checks
- Communicate with participant families to foster a warm camp community, and ensure a positive, open dialogue about health, safety, and other issues as they arise
- Collaborate within the ASP Team and across departments to ensure both the Garden and students thrive
- Contribute to curriculum with additional, appropriate, thematic content and activities that align with curricular framework
- Stock and manage program materials and supplies
- Attend weekly staff meetings

## **QUALIFICATIONS**

- Coursework in Early Childhood Education OR equivalent experience.
- Experience teaching or working with preschool and/or elementary school-aged children.
- Coursework in environmental education, botany, ecology, or other life sciences is highly desirable
- Demonstrate a passion and respect for the natural world. Be willing to get dirty, teach through play, and engage deeply
- Counselors must be fully COVID-19 vaccinated by start date including at least one booster shot
- Fluency in a secondary language (especially Spanish, Mandarin, Tagalog, or Russian) is a plus

## **ENVIRONMENT**

- Counselors are expected to follow the program's COVID-19 Health and Safety Plan and other safety protocols
- Working hours of 1:30pm-5:00pm, Monday - Friday, with early start on Wednesdays (12:15pm) and Fridays (1:00pm). Optional extended work until 5:30pm on some occasions
- Ability to meet the physical demands of working with children in an all-outdoor setting; lift at least 50 pounds, ability to run short distances, transition from sit to stand easily, and sit on the ground with campers
- Must be able to engage in a range of physical motions, including standing or walking for extended periods of time

**HOW TO APPLY:** go to - <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park> or email [jobs@gggp.org](mailto:jobs@gggp.org)

**Pre-employment requires a clear background check and reference checks. Proof of Covid 19 vaccination required.**

**We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.**