



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work outdoors and want to help educate others about the natural world we live in, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

Summary

The Education Coordinator is a visitor and hospitality service provider responsible for guided tours, facilitating educational programs for school and public audiences, and achieving a positive visitor experience. Other responsibilities include preparing and compiling educational materials, working with docents (trained volunteers who help facilitate field trips), and other duties as assigned.

Essential Functions

Programming

- Working with the Manager, Education, to develop K-12 education programming
- Assist with booking field trips and tours
- Assist with scheduling resources for field trips and tour bookings
- Assist with planning and preparing for tours
- Conduct public tours
- Assist with Powell Gardens events

Other Duties

- Provide work orders for maintenance and repair matters encountered.
- Monitor storeroom inventory and inform Education Manager and stock supplies
- Send out teacher evaluations after field trips

Experience/Education

- High School Diploma or GED required.
- Bachelor's Degree in education or another relevant field *Preferred*.

Knowledge

- Detail oriented
- Excellent verbal communication skills
- Exceptional customer service skills
- Comfortable leading and presenting to large and small groups of all ages
- Self-Starter who can work independently and, in a team environment
- Strong public speaking skills
- Strong interest in education
- Enjoy working with children
- Valid driver's license

Physical Requirements/Work Environment

Must be able to lift 40 lbs; accomplish work on an ongoing basis in various weather conditions, including extreme heat and cold. The normal work schedule will include a weekend shift. Must be able to work evenings as needed occasionally

To Apply

Applicants interested in the Education Coordinator position must submit the following to hr@powellgardens.org :

- Resume
- Three references: professional, academic, and/or personal

To view the full job description, please go to <https://powellgardens.org/about/careers/>