

Job Listing - Children's Garden Assistant (Part-Time)

The Children's Garden & Art Center is currently seeking a motivated and enthusiastic individual to join our team as a Children's Garden Assistant. As a Children's Garden Assistant, you will be responsible for various daily interactions, including admission sales, party and field trip bookings, assisting with weekly nature programs, and managing our social media pages. This is a part-time position.

Responsibilities:

- Greet and welcome guests at the counter, facilitating admission sales using clover POS.
- Orient visitors to the garden spaces and outdoor points of interest and programs.
- Provide general information about the garden, events, programs, birthday parties, and field trips.
- Assist the Director in planning and implementing weekly nature, gardening, and art programs, as well as special events.
- Perform light gardening duties as needed, such as watering, planting, and some pruning.
- Utilize computer skills for social media, digital newsletters, updating information on our website and maintaining our list of email subscribers.

Qualifications:

- General interest in The Children's Garden, its mission, and philosophy.
- High school diploma.
- Excellent interpersonal skills and a positive attitude.
- Ability to manage assigned tasks efficiently.
- Strong public interaction skills and the ability to engage with diverse groups of people.
- Comfortable frequently walking and standing for extended periods in various weather conditions (fans provided but no air conditioning).
- Capable of lifting up to 25 pounds when necessary.
- Proficiency with computers and social media engagement.
- Must pass a criminal background check.

Compensation:

- Part-time position: 9:45am to 4:15pm, three days a week, including one weekend day. Hourly wage ranging from \$12 to \$14 per hour, depending on experience.

If you would like to apply and join our Children's Garden team, please email your CV and resume to info@sarasotachildrengarden.com. We appreciate your interest in The Children's Garden and Art Center.

Thank you!