Part-Time Contractor Position
National Fund for US Botanic Garden

Public Outreach Education Technician: A part-time temporary position as a contractor of the National Fund for the U. S. Botanic Garden (National Fund), located at the U.S. Botanic Garden (USBG) Conservatory, 100 Maryland Avenue SW, Washington, D.C.

Job Description: The contractor will work under the direction of the USBG’s Education Program Specialist to do public outreach/education in the National Garden, Conservatory, Rain Garden, Terrace and other USBG venues during peak visitor hours, including weekends and some evenings. This position will serve as an on-site resource for sustainable gardening information and provide informal walk-up programming for visitors as well as some formal scheduled tours. Work includes using current USBG resources such as discovery carts and educational activities focused around consumer choices, gardening, and other everyday decisions and expectations that lead to a more sustainable lifestyle and healthier environment. The contractor will work cooperatively with supervisor, the USBG Public Programs division, the USBG Horticulture staff, National Fund Program Coordinator, and the USBG Conservation/Sustainability staff member to arrange for effective programming.

Qualifications: The National Fund is seeking an applicant who is:

- Self-directed, with experience in delivering face-to-face instruction about environmental issues and sustainability.
- Academically trained in topics such as sustainability, environmental studies, and gardening.
- Adept at public interaction and is successful at interacting with the public.
- Experience implementing informal education best practices in a museum, public garden, national park, nature center, and/or non-profit organization whose mission includes delivery of environmental education to the public.

Work Week: Part-time 18-24 hours per week on a flexible schedule as required by the employer; employee is expected to be present with visitors during peak visitation hours, including on Saturday and Sunday. Also must be able to work occasional nights for USBG special events.

Compensation: $20/hour; this position does not include employee benefits or vacation time; this position is not a federal position.

Conditions of Employment: The contractor selected for this position will submit a biweekly timesheet approved by the USBG Education Program Specialist to the Executive Director of the National Fund. The contractor will be paid bi-monthly by the National Fund, which will report all wages to the IRS but will not withhold any taxes. The contractor will work under the
supervision of the USBG Education Program Specialist who shall work with the contractor and
the Executive Director of the National Fund or his designate to set the contractor’s work
schedule. The contractor’s work schedule should be confirmed at least 2 weeks in advance.

The contractor will submit to background check in order to be a badged contractor with the
Architect of the Capitol (AOC).

It is expected that the National Fund contractor, while present on USBG grounds will reflect, in
appearance, attitude, ethics and regard for the public, the same high standards expected of USBG
employees.

After an initial two month period on the job, the contractor, with representatives of the USBG
and the National Fund, will meet to discuss the contractor’s job performance and future
expectations. This contract can be terminated, with two weeks’ notice, by either party at any time
after this initial two month period.

To apply: Email submission of application to Samantha DesRochers, the National Fund
Program Coordinator, at sdesroch@aoc.gov with the subject line: Public Outreach Education
Technician Position. Please send resume or CV, cover letter, and two references.