



Job Posting

Renfrew Institute for Cultural and Environmental Studies, Inc.

Building Connections...to the past, and to the natural world

We are hiring an Educator for a Dual Position:

Environmental & Historical Studies Teacher

Part-time seasonal

Assistant Director of the Pennsylvania German Four-Square Garden

Part-time year-round

Open January 22–February 16

Overview

Renfrew Institute is a non-profit organization serving the region with outdoor programming in environmental education, interpretation of a historic Pennsylvania German farmstead and a wide variety of family events. Activities are conducted on the site of Renfrew Museum and Park. (Please note that Renfrew Institute operates independently from Renfrew Museum and Park.)

The mission of the Renfrew Institute for Cultural and Environmental Studies is to guide the people of the Cumberland Valley region to become stewards of their natural and cultural worlds.

To achieve its mission, the Institute:

- provides environmental and cultural education to elementary and secondary school children,
- supports and conducts research about natural and cultural history,
- provides opportunities for adults to learn about the nature and culture of the region and the world,
- presents programs that inform and entertain the community.

Dual Position Summary

The person hired for this position will fulfill two roles. The **Environmental & Historical Studies Educator** is a dynamic and energetic individual, with proven experience leading programs for school children. The educator will be responsible for the delivery of environmental and cultural history programs, pre-K through middle school.

Availability: Position is part-time, seasonal. Educators are expected to teach 3–5 days/week during the fall and spring teaching seasons (mid-August through mid-November and mid-March through early June), and to attend training sessions and regular staff meetings.

The **Assistant Director of the Pennsylvania German Four-Square Garden** works cooperatively with the outgoing director of the garden and the garden volunteer coordinator. The assistant director teaches garden programs for school children and assists in maintaining the garden year-round.

Availability: Garden duties are year-round with fewer hours in the winter months.

Immediate Supervisor(s), applies to both positions: Director of Cultural Studies and/or Director of Environmental Studies

Duties and Responsibilities

I. Share Renfrew's rich heritage, stories and landscape to inspire and engage stewards of the natural and cultural world.

II. Teaching Requirements

Teach educational programs designed for school children and adults related to the Institute's cultural and environmental education series. Faculty members assist in the development of educational objectives, course descriptions, activities and materials list, pre- and post-class information and cost estimates for each program. Teaching of programs includes student instruction, site preparation, acquisition and maintenance of appropriate instructional materials and props.

III. Volunteer/Intern/Student Teacher Supervision

- Assist in the development of a volunteer garden staff, including recruitment and training, and to assist with the supervision of interns/student teachers.

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RENFREW INSTITUTE

Job Posting

DUAL POSITION:

Educator — Environmental & Historical Studies (Part-time seasonal)
Assistant Director of the Pennsylvania German Four-square Garden (Part-time year-round)

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Duties and Responsibilities (*continued*)

- Work cooperatively with the Four Square Garden Volunteer Coordinator (FSGVC) and be able to assume those responsibilities in the absence of the FSGVC.

IV. Four-Square Garden

- Work cooperatively with outgoing director of the garden to learn seasonal operations.
- Be prepared for possible succession to the position of garden director.

V. Administrative

- Attend meetings of the Institute as requested.
- Assist in the development of the Institute's long term educational goals.
- Participate in program evaluations.
- Help prepare the annual budget involving the educational programs as needed.
- Administer all aspects of the four-square garden facility, including budget, maintenance, planning and development.

Professional Requirements for Educator & Assistant Director Position:

- Bachelor's degree in education, recreation & parks, interpretation, science, sustainability, horticulture, agriculture or related field
- Experience in garden management required
- Teaching certification preferred but not required
- Experience in environmental/agricultural education and/or historical interpretation
- Ability to teach multiple grade levels, pre-K thru middle school
- Ability to develop educational curriculum
- Ability to teach within nontraditional setting
- Ability to work with volunteers and the general public
- Willingness to work in varying weather conditions
- Physical demands: Teaching outdoors requires a reasonable level of physical fitness allowing the instructor to pull garden carts with props and supplies, walk distances through the course of a 7-hour day and move easily over rough trails. Maintenance of the garden requires strength and stamina throughout the growing season.
- Background checks required
- Certification in CPR, AED, First Aid or willingness to be trained

To Apply: Email the following to: info@renfrewinstitute.org

- Cover letter
- Resume
- Three references

Please note: Absolutely no phone calls or walk-in inquiries.

