

Arnold Arboretum of Harvard University
Assistant Teacher, Arboretum Young Scientists

Title: Assistant Teacher, Arboretum Young Scientists

Status: Temporary

Term: This is an approximately five-week temporary position for summer 2024

Location: Arnold Arboretum, 125 Arborway, Jamaica Plain, MA 02130

Program Summary: The Arnold Arboretum of Harvard University seeks two assistant teachers, who love outdoor education and working with rising 7th and 8th graders from Boston Public Schools (BPS), to assist our two Lead Teachers in leading teams of students in the five-week summer program Arboretum Young Scientists Program (AYS). The over-arching goal of AYS is to deepen student appreciation and mastery of science principles, with a focus on environmental and life sciences. Using exciting science curricula and based in the varied, outdoor, landscape of the Arnold Arboretum, the aim of AYS is to immerse our students in the wonders of science, spark their enthusiasm, and open their horizons to future careers in science professions and related fields. AYS offers opportunities to a diverse group of 20 students from BPS. We welcome teachers who are committed to and experienced with similar student populations.

Job Overview: The two Assistant Teachers are core consulting team members of the AYS program which serves approximately 20 students. Each Assistant Teacher will work with a Lead Teacher and one team of 10 students. They will also work collaboratively with the other AYS staff including the Program Coordinator and other Lead Teacher and Assistant Teacher.

Duties and Responsibilities:

- Assist and support the science education activities of AYS, under the direction of the Lead Teachers.
- Support Lead Teachers with behavioral and group management.
- Work with small groups of students who need supportive attention to ensure their full engagement in learning science, using methods and exercises that are varied, lively, and fun.
- Empower and mentor students and share your own journeys into science.
- Enhance student engagement through one-on-one sessions, and small group lessons, as needed, to improve performance, assure curriculum effectiveness, and maintain efficacy of program operations.
- Participate in creating a program environment that inspires and motivates all participants.
- Participate in all training sessions to prepare for the program.

Basic Qualifications:

- Successful completion of pre-employment screening including criminal background check.
- Bachelor's degree, or current undergraduate science major, preferably with some teaching/youth leadership experience.
- Significant experience working with diverse student groups
- Experience in outdoor education preferred.

Additional Qualifications and Skills:

- Experience in outdoor education
- Comfort with approaches to social emotional learning.
- Commitment to innovative experiential outdoor science education for students 11-13 years old.
- Love for middle school students and deep comfort in supporting them.

Working Conditions: Work takes place outdoors in rugged terrain and indoors in an office environment.

Physical Requirements: Must be able to work outdoors in various plant collections and habitats during all seasons, including very hot days. Must be able to bend, reach, stoop, and lift to 25 lbs. Must be able to walk and stand for up to two hours at a time in indoor and open rugged outdoor conditions. Must be able to lead programs across a 281-acre landscape. No impairment which cannot be accommodated through a reasonable accommodation process.

Schedule: This is an approximately five-week temporary position for the summer. The tentative work schedule, which is subject to changes, is as follows:

Activity	Date(s)	Time
Staff Orientation	Saturday, June 1, 2024	9am-4pm (45 min un-paid lunch)
Staff Training Day#1	Wednesday, June 26, 2024	9am-4pm (45 min un-paid lunch)
Staff Training Day#2	Thursday, June 27, 2024	9am-4pm (45 min un-paid lunch)
Staff Training Day#3	Friday, June 28, 2024	9am-4pm (45 min un-paid lunch)
Program Week #1	Monday, July 1 to Wednesday July 3, 2024	8:30am-4:45pm (45 min un-paid lunch, 60 min lesson prep, and 6 hrs., 30 min of instruction time)
Program Week #2	Monday, July 8 to Friday, July 12, 2024	8:30am-4:45pm (45 min un-paid lunch, 60 min lesson prep, and 6 hrs., 30 min of instruction time)
Program Week #3	Monday, July 15 to Friday, July 19, 2024	8:30am-4:45pm (45 min un-paid lunch, 60 min lesson prep, and 6 hrs., 30 min of instruction time)
Program Week #4	Monday, July 22 to Friday, July 26, 2024	8:30am-4:45pm (45 min un-paid lunch, 60 min lesson prep, and 6 hrs., 30 min of instruction time)
Program Week #5	Monday, July 29 to Friday, August 2, 2024	8:30am-4:45pm (45 min un-paid lunch, 60 min lesson prep, and 6 hrs., 30 min of instruction time)
Program Debrief	Monday, August 5	9am-12pm

Pay: Total gross pay is \$7,018 paid bi-weekly split into equal sums.

Benefits: This is not a benefits-eligible position.

How to Apply: Please submit a cover letter and resume to jobs@arnarb.harvard.edu. Please begin each file with your last and first name.