

Reports To: Education Director

Employment Status: Full-time, exempt

Compensation: \$43 – 50,000 commensurate with educational background and relevant work experience. Compensation also includes PTO, sick time, paid holidays, and contributions towards healthcare, dental, vision, and 401K.

About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. One of the first nature education facilities for children in the state of Texas, the Arboretum proudly welcomes over 10,000 school children and 600,000 visitors annually.

Job Description

Arboretum Naturalists design and deliver meaningful environmental education experiences that seek to improve the environmental literacy of a diverse audience. Naturalists use the Arboretum trails and ecosystems as a classroom to create a connection with the natural world for students; this position requires a balance between indoor and outdoor work, and Houston's climate creates challenging teaching conditions at times. The position requires enthusiasm, a positive attitude, and a collaborative spirit while working in a team setting with staff and volunteers to support the Arboretum's mission.

Additionally, the Camp Coordinator position will support the mission of Houston Arboretum & Nature Center by providing leadership for our winter, spring, and summer day camp experiences for children ages 4 – 12 years old. The Camp Coordinator reports to the Education Director, works closely with the Volunteer Manager, and ensures that the Arboretum's nature camps are exceptional for campers and staff.

Duties and Responsibilities

- Develop, prepare, and lead educational, interpretive, hands-on programs
- Guide participants on trails and grounds of the Houston Arboretum
- Support and mentor camp instructors, interns, and teen volunteers
- Communicate promptly, effectively, and regularly with camp families
- Oversee daily camp operations including staff supervision
- Manage camp supply inventory
- Collaborate with the Education Director and fellow Naturalist staff to adapt and respond to feedback
- Commit to accessibility, equity, and inclusion for a diverse community of students of all ages
- Lead by example and serve as a role model for environmental literacy and stewardship
- Ensure safety of all participants at all times and model Leave No Trace principles
- Properly use, maintain, and organize all supplies, equipment, and facilities
- Actively participate in special events and fundraising efforts
- Availability Monday through Friday
- Work a flexible schedule, including some evenings and weekends
- Perform other essential duties as assigned

Qualifications

- Experience teaching natural science in an informal setting; primarily with Early Childhood and Elementary ages
- Cultural competency to work with diverse communities
- Bachelor's degree in Education, Environmental, Biological Sciences, or related field

- Exceptional interpersonal and communication skills; listening patiently and attentively, expressing self clearly and effectively, and ability to adapt communication based on audience and purpose with inclusivity
- Strong organizational skills, including managing multiple teaching schedules and other calendar events, maintaining communications with many people at once, and keeping equipment organized and well-maintained
- Ability to prioritize workload and remain flexible with a positive attitude to deal with weather, schedule changes, and other unexpected circumstances
- Ability to accept responsibility, act professionally in all situations, and be self-motivated
- Ability to pass a criminal background check

Physical Requirements

- Working in an outdoor setting during variable Houston summer conditions
- Standing and walking for extended periods of time, often over uneven terrain
- Lifting, pulling, and pushing up to 50 pounds
- Communicating in moderately noisy environments

Ideal Candidate

- Bilingual in Spanish and English
- Familiarity with Brightwheel management system
- Experience in early childhood education

How to Apply

Applications due by September 11, 2026

Please send a cover letter and resume to:

Tiffany Ritter, Education Director
Houston Arboretum & Nature Center
tritter@houstonarboretum.org