

Job Posting



PLANTING FIELDS

Temporary Education Assistant (part-time)

Time Frame: June 1st – September 1st (3 months)

Hours: 5-10 hours/week. May work some weekends.

Planting Fields Foundation is seeking a Temporary Education Assistant to assist with the youth and school engagement initiatives. Planting Fields recently developed a new interdisciplinary, inquiry-based school visit curriculum. Programs are offered to local K-12 public and independent school partners.

Duties + Responsibilities

This individual will assist with coordinating education initiatives including, but not limited to the following:

- Lead/manage field trips, when needed.
- Prepare for field trips and events: create materials, contact educator and schools/organizations, when needed.
- Assist Education Coordinator in school/organization outreach and educational events on and offsite.
- Communicate with diverse groups of people and children.
- Educate others on nature, wellness, and history.
- Will work at Coe Hall, the Education Center, and on the grounds.
- Assist the Education Manager with any other duties not listed.

Education and/or Experience

- At least 1-2 years working with children in a direct teaching capacity.
- Dedicated educational professional, strong problem-solver, and creative thinker.
- Ability to be a flexible team player with a passion for educating others through nature, wellness, and history.
- Ability to work diplomatically with colleagues, volunteers, and school partners.
- Strong communication, organizational skills and attention to detail.
- Ability to lift 40 lbs. and walk long distances.
- Ability to work evenings and weekends, as needed.

Additional Information

This is a part-time, temporary position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. The hourly pay rate is \$20.00 an hour

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (both in PDF format) to scrowley@plantingfields.org.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org.