



CPF Education Department Job Description

POSITION: Program Manager and Lead Educator, Learning Gardens

START DATE: Mid-February 2015

SALARY: \$40,000 with excellent benefits

City Parks Foundation

Founded in 1989, City Parks Foundation (CPF) is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. *CPF Education* presents a wide range of environmental science and media arts programs annually targeting thousands of children, youth, and educators in public schools, parks, recreation centers and other community organizations. CPF's programs and curriculum transform municipal parks resources into outdoor classrooms where students can learn important life skills while discovering the natural world that exists right in their neighborhoods.

City Parks Foundation seeks a Program Manager/Lead Educator for our Learning Gardens program. The Program Manager, Learning Gardens is a primary educator in one or more of CPF's four Learning Gardens, citywide. CPF Learning Gardens are the centerpiece of comprehensive curricula for 1st-12th graders that promotes hands-on learning in urban ecology, horticulture, botany and stewardship. Key responsibilities are contributing to curriculum development and all lesson planning, as well as managing partnerships with schools and community-based organizations (CBOs). The Program Manager/Lead Educator reports to the Director of Environmental Education during the school year, and the Director of Youth Development during the summer months.

Education Responsibilities

Teaching/Lesson Planning/Curriculum Development:

During the school year:

- Serve as a primary educator for the year-long program with regularly scheduled classes in gardens and school classrooms.
- Lead and/or contribute to workshops and professional development sessions.
- Work with the Director of Environmental Education to ensure engaging, exciting, experiential lessons that are:
 - Relevant and scaffolded
 - Meet curricular goals and mandated standards, (i.e NY Scope and Sequence, and Next Generation Science Standards).
 - Tailored to each class (grade, special education, inclusion and English language learners).
- Contribute to curriculum development.
- Serve as model teacher, for teachers in each of our participating schools.

During the summertime and fall winterizing period:

- Serve as a primary educator for summer camp groups with weekly scheduled visits in the gardens as well as occasional public events for families.
- Provide fun, experiential learning opportunities in the garden that meet curricular goals while promoting leadership, teambuilding and positive relationships.
- Guide interns' work based on each garden's maintenance plan established by LG staff team.

- Ensure goals met by interns are in alignment with programmatic goals and Garden Manager expectations.
- Model instructional techniques and create opportunities for interns to provide direct instruction to younger students on a daily basis.
- Provide supervision and guidance to interns, as school day teaching schedule allows.

Assessment:

- Work with the Director of Environmental Education and Director of Youth Development on design and implement assessment strategies and tools.
- Gather relevant baseline data for use in measuring program impact and outcomes.

Ongoing Professional Development:

- Continually investigate best practices through your own professional development.
- Actively participate in staff development within and across education programs.

Partnership Development

- Act as a key liaison in cultivating and sustaining education partnerships through planning, implementation, assessment and evaluation.
- Help strengthen relationships with key garden-operation partners (ie. *GreenThumb*), in conjunction with Garden Manager.
- Collaborate with Director of Environmental Education and each partner to clarify and execute a shared vision, goals, roles and responsibilities.
- Build on opportunities, address challenges and implement effective communication strategies.
- Coordinate program schedule (and rescheduling) and field experiences for your portfolio.

Operations

Gardens and Resources:

- Help plan for and maintain program resources and shared department resources.
- In collaboration with the LG staff team, integrate garden design and maintenance into lesson plans and activities that support both student and LG garden goals.
- Provide logistical support and complete general administrative duties, as needed.

Data Management:

- Contribute to a department-wide calendar that reflects all program activities.
- Work with the Environmental Education Director to ensure accurate, comprehensive records and statistics on your portfolio.

Fundraising and Marketing:

- Contribute to the fundraising and marketing processes, as needed.
- Represent program at community, education or industry events, as needed.

Strategic Planning and Program Evolution

- Actively participate in the department-wide and program meetings.
- Work with the Director of Environmental Education to help define vision, goals, benchmarks, tactics, opportunities and program modifications for Learning Gardens.

QUALIFICATIONS

- Bachelor's Degree in Education, Environmental Science, Environmental Studies, or related field.
- Solid knowledge of horticulture, botany, soil science and urban ecology essential.
- A min. of three years of teaching experience with outdoor and experiential learning, most preferably in gardens.
- A strong background in inquiry-based methods and developing interdisciplinary curricular materials
- A strong sense of professionalism, integrity, and creativity when dealing with challenges.

- Demonstrated success working with diverse student populations (age, abilities, etc.) from low-income communities.
- Demonstrated ability to work independently and as part of a team essential.
- Excellent written and verbal communications skills.
- Valid driver's license.
- Willingness to travel alone on public transportation to schools and parks throughout New York City.
- Versatility, humor, resourcefulness and creativity required (contagious enthusiasm would be great).
- Willingness to work outdoors year-round in sometimes uncomfortable weather conditions.
- Willingness to work some evenings and weekends on an irregular basis.

Interested candidates should email a *thoughtful cover letter and resume* to:

education@CityParksFoundation.org. Please put Partnership Manager, Learning Gardens in the subject line. Address cover letter to Joel Rodriguez, Director of Environmental Education. Only those individuals selected for interviews will be contacted. No calls or faxes, please.