

Position/Title: Seasonal Garden Manager & Instructor

Start Date: March 15, 2018

Application Deadline: Open until position is filled

Contact: Send resume and cover letter to Education@CityParksFoundation.org

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theatre and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

POSITION SUMMARY

The Seasonal Garden Manager and Instructor will oversee field operations in our four Learning Gardens located in Bushwick, Brownsville, South Jamaica, and the South Bronx. This includes garden maintenance, coordinating volunteer events, and overseeing the community gardener program. He/she will also implement summertime groups instruction in the gardens at one site. The ideal candidate will be an excellent time manager, able to multitask, very well-organized, and an effective communicator.

This is a seasonal, eight month position reporting to the Associate Director of Environmental Education/Learning Gardens, and will supervise one summer seasonal employee and interns.

REQUIREMENTS

- Oversee maintenance and operations of four Learning Gardens under the supervision of CPF's Associate Director of Environmental Education with regular visits to ensure proper care of gardens and plants.
- Work with the Learning Gardens team to implement seasonal horticultural and maintenance plans for the gardens.

- Collaborate with front line educators that use the garden for programming during the school day and after-school hours.
- Oversee summer programming at designated site including supervising and mentoring high school interns.
- Implement summer program curriculum including direct instruction of basic horticulture and garden ecology lessons to groups of elementary and middle school youth.
- Order program-related garden materials and equipment and arrange for delivery to garden sites.
- Oversee maintenance of garden equipment inventory and security of sites.
- Oversee compost maintenance.
- Oversee seed starting, chicken care, and greenhouse maintenance as it relates to the appropriate garden site.
- Coordinate with NYC Green Thumb when necessary (soil and wood chip orders, garden by-laws, etc.)
- Coordinate tree pruning, facility needs, and operations with the NYC Department of Parks and Recreation.
- Organize and facilitate seasonal meetings/workshops with community gardeners with open communication to establish norms and ensure compliance with the Green Thumb by-laws.
- Maintain records, lists, and other administrative documents pertaining to garden sites.
- Attend training and community events as needed.

QUALIFICATIONS

- BA/BS degree in related field, such as Plant Science, Horticulture, Environmental Education, Botany, Soil Science, etc.
- Horticulture skills including, but not limited to, plant science, selection, maintenance, IPM, composting, chicken-rearing, etc.
- 2-3 years outdoor educational experience, preferably with high school students
- Excellent communication skills
- Organized, attention to detail, multi-tasker, and good time management skills
- Self-starter who takes initiative
- Experience with conflict resolution
- Driver's license with willingness to travel throughout NYC alone
- Ability to work occasional weekends and evenings

CONTACT

Interested parties should email cover letter, resume, and salary requirements to:
Education@CityParksFoundation.org. Put "Seasonal Garden Manager/Instructor" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.