

Position/Title: Program Manager, Green Girls

Start Date: November 1, 2018

Salary: Competitive - Commensurate with Experience

Contact: Send resume and cover letter to [education\[at\]cityparksfoundation.org](mailto:education[at]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

Green Girls exposes middle school girls from low-income communities to environmental sciences and technology, as well as related careers, through out-of-school education. During after school and summertime programs, students explore current environmental topics such as climate change, the health of our waterways, drinking water supply, and urban forests through experiential, outdoor activities, service learning, and the implementation of advocacy projects aimed at promoting community awareness and stewardship.

City Parks Foundation seeks a Program Manager to plan and implement four after school clubs during the school year and one intensive summer institute during the summertime. This will include seasonal adaptation of the curricula, implementation and analysis of assessment tools, strong communication and planning with coworkers and partners, identification of professional resources, networking and field trip planning and implementation.

The Program Manager will report to the Associate Director of Environmental Education and supervises a team of one college intern and up to 8 high school interns. With support from the associate director of youth development, the Green Girls program manager will provide training and strong guidance to the interns that will allow them to enact successfully their roles as program assistants and peer mentors.

As an out-of-school time program, Green Girls supports the youth development and socio-emotional growth of the participants. The program manager will create a positive program culture through the seamless integration of individual and social skills development, team building, self reflection and self management. This will be done through creation of daily routines and rituals, relevant activities and mentorship by both the program manager and, especially, the interns.

RESPONSIBILITIES

- Serve as a primary educator for the Green Girls after school and summertime programs.
- Design engaging, inquiry-based, experiential environmental education activities, field trips and service learning opportunities that are sequential and framed in a holistic program for middle school girls that includes strong science learning and socio-emotional growth
- Plan (or adapt as needed) and implement program evaluation and student assessment tools
- Plan and implement safe and relevant field trips that incorporate research and service learning as well as presentations and guidance by relevant professionals in the sciences and other fields
- Nurture partnerships with a portfolio of middle schools, and strategically and consistently build relationships with key stakeholders, such as after school administrators and principals
- Collaborate with coworkers and school partners to clarify and execute clear vision, goals, roles and responsibilities; address challenges and problems; and implement clear communication strategies
- Contribute to a department wide calendar that reflects all program activities
- Work with the Associate Director of Environmental Education to ensure accurate, comprehensive records and statistics
- Continually investigate and incorporate best practices through professional development in topics such as environmental science and advocacy, child development and pedagogy.
- Participate in and form partnerships with citywide coalitions and groups that are connected to program
- Contribute to the fundraising and marketing processes, as needed
- Represent program at conferences, DOE events and other industry events, as needed
- Utilize, maintain, repair and protect collective educational tools and equipment
- Contribute to the care and maintenance of the CPF Learn living collection
- Provide logistical support and complete general administrative duties, as needed

REQUIREMENTS

- Bachelor's Degree in Education, Environmental Science, Environmental Studies, or related field
- Broad knowledge of environmental sciences
- Basic knowledge of child development and the general skills and behavior to be expected from middle school youth
- A minimum of two years of teaching experience with outdoor and experiential learning preferred
- Experience with middle school students preferred
- A strong background in inquiry-based methods and developing interdisciplinary curricular materials
- Demonstrated success working with diverse students, especially youth from low-income communities
- Excellent written and verbal communications skills
- Valid driver's license and willingness to drive throughout the five boroughs a plus
- Willingness to work outdoors year-round in sometimes uncomfortable weather conditions
- Willingness to work occasional evenings and weekends



City Parks Foundation
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WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, and salary requirements to:
education[at]CityParksFoundation.org. Put "Program Manager, Green Girls" 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.