

Position/Title:	Green Girls Program Assistant
Start Date:	September 2019 - June 2020
Salary:	Competitive Hourly Rates
Application Deadline:	Open Until 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. At CPF, 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.

- 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.
- 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.
- 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.

Our ethos is simple: *we believe thriving parks reflect thriving communities.*

POSITION SUMMARY

Green Girls After School is a STEM-based program that engages middle school girls from under-resourced communities in hands-on activities and outdoor adventures in New York City parks and waterways. During our weekly after school program, students explore environmental science and learn about different environmental issues through experiential education, service learning projects and student-centered discussions. **Green Girls After School** is located at 4 sites: *The Oliver Wendell Holmes Intermediate School 204 (IS204)* in Astoria, Queens, *The Conselyea Preparatory School (MS577)* in Williamsburg, Brooklyn, *The Science and Medicine Middle School (K366)* in Canarsie, Brooklyn and *Fannie Lou Hamer Middle School* in the Bronx.

CPF has created this opportunity for talented college students and recent graduates to gain hands-on experience working with youth and explore environmental science education while helping to promote environmental stewardship, community awareness and positive youth development. **Green Girls After School** program operates during school year, after school hours (3:00 pm - 5:30 pm) from September - June. Each site meets once a week for a total of 28 weeks.

CPF is seeking a Program Assistant to assist the Green Girls After School Program Manager in providing instruction and guidance to middle school girls and high school interns during program hours for up to **10 hours each week** from September to June. The ideal candidate will have strong knowledge in environmental science and basic understanding of youth development.

Green Girls After School takes place at 4 sites throughout Manhattan, The Bronx, Brooklyn and Queens. The Program Assistant will be required to travel to and from our Monday and Friday program sites independently and participate in any planned field trips which take place throughout the city. The Program Assistant may be asked to work at the CPF education department main offices at 1234 5th Avenue, New York, NY 10029 as needed.

RESPONSIBILITIES

- Directly support and assist Program Manager with implementation of after-school programs
- Co-facilitate lessons, activities, service-learning projects, and field experiences for middle school girls
- Help design engaging, age-appropriate, inquiry-based, experiential environmental education activities.
- Provide logistical support and complete general administrative duties as needed.
- Support the gathering of materials, photos, and anecdotes of the program.
- Assist with data collection and recordkeeping.
- Help in managing the safety of up to 40 middle school girls on the NYC subway system, in NYC parks, and on other field trips.
- Be willing to engage in physical activity in the outdoors during all seasons.

QUALIFICATIONS

- Currently pursuing a Bachelor's degree in education, ecology, biology, environmental science, or related field, or recently graduated
- Ability to commit to the position from September 2019-June 2020;
 - Mondays and Fridays from 3:00pm-5:30pm from September-June (4 days/week)
- Experience working with and building rapport with youth and/or children a plus
- Knowledge and interest in urban forestry & wildlife, water ecology, waste management
- Understanding of scientific methods and science inquiry practices
- Awareness of current environmental issues and passion for socio-environmental change
- Interest in working with diverse students, all age groups, and low-income communities
- Versatility, resourcefulness and creativity required
- Willingness and enthusiasm for leading students in outdoors, on hikes, and on field trips around New York City in cold/sometimes uncomfortable weather conditions
- Commitment to Green Girls mission and values

CONTACT

Interested parties should email **cover letter and resume** to [education\[at\]cityparksfoundation.org](mailto:education[at]cityparksfoundation.org).

Put title of position 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.