

Position/Title: Program Manager, Green Girls
Start Date: March 16, 2020
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. 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 provides middle school girls from historically underserved communities the opportunity to engage in environmental sciences and technology, as well as related careers, through out-of-school time 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 after school clubs at four program sites 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 Youth Development and supervises a team of one or two college interns and up to 6 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 equip them to successfully enact 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 by creating and implementing consistent daily routines and rituals, relevant activities and mentorship by both the program manager and, especially, the interns.

RESPONSIBILITIES

- Serve as the primary educator for the Green Girls after school and summertime programs, and as supervisor of the Green Girls youth staff
- 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
- Work with the ADYD to plan for and implement leadership activities with the Green Girls youth staff, including opportunities for instruction and guidance on basic job related skills
- Plan (or adapt as needed) and implement program evaluation and student assessment tools
- Hire and train college and high school interns to assist in implementing after school and summer programs
- 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 Director of 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 relevant to the program curriculum
- Contribute to the fundraising and marketing processes, as needed
- Represent CP Learn and the Green Girls 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, etc or at least five years of directly related experience
- Broad knowledge of environmental sciences with formal training at the college level
- A strong background in inquiry-based methods and developing interdisciplinary curricular materials
- A minimum of two years of teaching experience with outdoor and experiential learning preferred

- Basic knowledge of child development and the general skills and behavior to be expected from middle school youth
- At least one year of experience in supervising and providing guidance to program personnel particularly youth interns
- Demonstrated experience in program administration, evaluation/assessment, communication and time management
- Demonstrated success working with diverse students
- 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

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](mailto:education@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.