

Position/Title: Associate Director of Environmental Education, Learning Gardens

Start Date: Open until position is filled

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.

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POSITION SUMMARY

The Associate Director of Environmental Education, Learning Gardens, oversees all program activities taking place in four garden sites and in public schools across the city. The program includes school-day elementary and middle school programming (both full year and abbreviated programs), a high school spring training program, and summer groups programming. The role involves supervising the maintenance and management of the Learning Gardens sites and communications with community gardeners that are members of the shared space. Primary functions for the position include development and supervision of teaching and learning across programs, including curricula and lessons, staffing, evaluation and assessment. Outreach and maintenance of partnerships are key to the position as well. The Associate Director of Environmental Education reports to the Director of Education, and their collaboration will be instrumental in achieving the department's long-term vision.

RESPONSIBILITIES

Teaching and Learning for the Learning Gardens Program

- Oversee development of all environmental science curricula, lessons and assessment for Learning Gardens programs. Use *Understanding by Design* as curricular framework, as well as alignment with NYS Science Learning and Common Core Curriculum Standards
- Integrate hands-on experiential learning and youth development principles that are age appropriate and differentiated for all learners
- Work with Director of Education and key staff to create and implement multi-level evaluations and student assessments to measure program impact and learner outcomes
- With the support of key staff, integrate technology into school day instruction, including: data collection and use of open data sets, online resources such as webinars and closed social media outlets, strong online assessment analysis tools, basic technology and math concepts as related to STEM learning
- Lead a formal 15 hour course and assist Learning Gardens program managers to lead professional development workshops for for NYC educators
- Be prepared to provide direct instruction in 1 - 2 schools during the year as needed

Partnership Development

- Research, identify, recruit and manage sustainable, long-term partnerships with elementary and middle schools for all garden sites in our target neighborhoods
- Support the High School Program Manager to form and maintain long-term partnerships with high school partners, ExpandEd Schools, and various youth development organizations such as CIN (Career Internship Network) and YDI (Youth Development Institute)
- Work closely with the Associate Director of Youth Development to secure summer partners for all garden locations. Assist in administering partner agreements, payments, and participation of summer groups.
- Maintain current partnerships with community garden members and our GreenThumb outreach coordinators
- Work closely with Partnerships for Parks and other non-education CPF staff to organize and lead corporate and/or volunteer/staff service workdays for all sites
- Ensure ongoing communication, structured planning and evaluation with school leadership and partner teachers through ongoing meetings and site visits
- Support frontline staff in coordinating sites, schedules and field experiences for classes, and assist staff as needed

Resource Management

- Support all staff to maintain the appearance, functionality, and growing needs of all gardens from March - Thanksgiving. This includes partnerships with the community gardeners and Greenthumb, planning and implementation of corporate/volunteer/staff workdays, and equipment purchase/maintenance needed to sustain growth at all garden sites
- **Finance:** Manage programmatic budget in collaboration with key staff. Monitor program-related expenses in accordance with annual budget. Oversee purchasing, vendor billing and payment. Achieve or surpass income goals from school fees
- **Equipment:** Centralize and maintain inventory of Learning Gardens programmatic equipment both at the office and in the field. Oversee the purchasing, use, and equipment sharing amongst the Learning Gardens team and the community gardeners
- **Data Management:** Create, maintain and share (department-wide) a calendar that reflects all program activities. Support education director and education colleagues in scheduling school site visits. Maintain

accurate, comprehensive records and statistics on all Learning Gardens programs. Support the creation and maintenance of a centralized database for this content, in partnership with key education staff

Staff Management

- Hire, train and supervise staff including full and part-time school day educators, the high school program manager, the garden coordinator & instructor, summer seasonal staff, and college horticulture interns
- Provide formal and informal mentorship to staff through regular site visits, ongoing feedback, lesson planning, 1:1 meetings, program meetings and other strategies in order to help staff improve their teaching practice and professional development
- Continually investigate best practices through professional development for yourself and your staff
- Participate in citywide coalitions and groups that are connected to program focus in order to stay abreast of changing models and developments in the field

Other

- Fundraising and Marketing: Contribute to the fundraising process, including responding to development staff inquiries, hosting/discussing programs with funders, contributing language to proposals and reports. Contribute to marketing and promotion of programs, as needed. Represent program at conferences, NYC Parks and DOE events and other industry events
- Strategic Plan Implementation and Evaluation: Actively participate in the strategic planning relating to the Learning Gardens programs and department growth and development as needed
- Prepare monthly and seasonal program reports
- Must have valid NYS driver's license
- Must have CPR/First Aid certification (training provided by CPF)

REQUIREMENTS

- Bachelor's degree in environmental education, environmental or related science with at least 3 years of practical experience in the education field (formal or informal) or demonstrable knowledge of environmental science and 6 years of equivalent experience in the environmental education field
- At least 1 year in leadership position with program development and management experience
- Understanding of the out-of-school time field particularly with early adolescents and teens (direct experience preferred)
- Proven competencies in training, curriculum development and assessment
- Demonstrated track record in meeting outreach, recruitment and retention goals
- Demonstrated track record in building a team and leading staff
- Thorough knowledge base in horticulture or urban agriculture a strong plus
- Positive outlook and highly personable
- Valid driver's license
- Bilingual a plus

CONTACT

Interested parties should email **cover letter, resume, and salary requirements** to:
Education@CityParksFoundation.org. Put "Seasonal Garden Coordinator & 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.