

Position/Title: Full-time Program Manager, Learning Gardens
Start Date: March 2020
Salary: Competitive - Commensurate with Experience
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

City Parks Foundation seeks a Program Manager/Lead Educator for our Learning Gardens program. CPF Learning Gardens are the centerpiece of comprehensive curricula for 2nd-8th graders and high school interns and the outdoor classrooms where hands-on learning in urban ecology, horticulture, urban agriculture, food justice and stewardship take place. The Program Manager is the primary educator in one or more of CPF's four citywide Learning Gardens and in partnering schools. Key responsibilities include direct instruction to elementary and middle school students, contributing to curriculum development and all lesson planning, as well as managing partnerships with schools and community-based organizations (CBOs). The Program Manager/Lead Educator reports to the Associate Director of Environmental Education.

RESPONSIBILITIES

Teaching/Lesson Planning/Curriculum Development (school year):

- Serve as primary educator for the year-round program with regularly scheduled classes in gardens and school classrooms.
- Coordinate program schedule (and rescheduling), as well as field experiences for your school portfolio.
- Lead and/or contribute to workshops and professional development sessions.
- Work with the Associate Director of Environmental Education to ensure engaging, exciting, experiential lessons that are relevant, scaffolded and differentiated (by grade, special education, English language learners, etc).
- Contribute to curriculum development with a clear understanding of curricular goals and mandated standards (i.e NYS Science Learning and Common Core Standards and Amplify Science).
- In collaboration with the LG staff team, integrate garden design and maintenance into lesson plans and activities that support both student and LG garden goals.
- Serve as model experiential educator for teachers in each of our participating schools.

Teaching/Lesson Planning/Curriculum Development (summertime and fall winterizing):

- Serve as primary educator for summer camp groups with weekly scheduled visits in the gardens, as well as occasional public events for families.
- Supervise a program assistant and up to 10 high school interns in daily programs.
- Provide fun, experiential learning opportunities in the garden that meet curricular goals while promoting leadership, teambuilding and positive relationships.
- Guide interns' work based on each garden's maintenance plan established by LG staff team.
- Ensure goals met by interns are in alignment with programmatic goals and Garden Manager expectations.
- Model instructional techniques and create opportunities for interns to provide direct instruction to younger students on a daily basis (summer).

Assessment:

- Work with the Associate Director of Environmental Education and Associate Director of Youth Development to design and implement assessment strategies and tools.
- Gather relevant baseline data for use in measuring program impact and outcomes; ensure accurate, comprehensive records and statistics on your portfolio.

Ongoing Professional Development:

- Continually investigate best practices through your own professional development.
- Actively participate in staff development within and across education programs.

Partnership Development:

- Act as a key liaison in cultivating and sustaining education partnerships through planning, implementation, assessment and evaluation.
- Help strengthen relationships with key garden-operation partners (ie: GreenThumb), together with the

Learning Gardens team.

- Contribute to the fundraising and marketing processes, as needed.
- Represent program at community, education or industry events, as needed.
- Collaborate with CP Learn team members to clarify and execute a shared vision, goals, roles and responsibilities.
- Build on opportunities, address challenges and implement effective communication strategies.

Operations - Gardens and Resources:

- Contribute to overall garden maintenance, care of plants and chickens, as time permits.
- Help maintain shared program materials.

Administrative:

- Provide logistical support and complete general administrative duties, particularly monthly reporting.
- Actively participate in department-wide and program meetings.
- Work with the Associate Director of Environmental Education to help define vision, goals, benchmarks, tactics, opportunities and program modifications for Learning Gardens and with the department as a whole.

QUALIFICATIONS

- Bachelor's degree in education, environmental education, biological sciences, or related field, or at least five years of directly related experience with some formal training
- Minimum of 2 years in out-of-school time and/or informal science education settings
- Strong experience with elementary and middle school age students essential
- A strong background in inquiry-based methods and developing interdisciplinary curricular materials
- Demonstrated success working with diverse students, especially youth from low-income communities
- Solid understanding of STEM education required, environmental science preferred
- Experience evaluating programs and tracking student learning
- Proven track record in program, partnership and curriculum development
- Excellent verbal and written communication, as well as problem-solving skills
- Proficiency in Google Drive and office applications (docs, sheets, slides); as well as data collection and analysis applications such as Survey Monkey and Salesforce (some training provided)
- Self-starter with a positive, can-do attitude and consistent follow-through
- Strong desire to grow with the job and organization
- Driver's license with willingness to travel throughout NYC alone, when needed
- 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.



City Parks Foundation
1234 Fifth Avenue, New York, NY 10029
www.cityparksfoundation.org

CONTACT

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