Position/Title: Program Manager, Seeds to Trees & Coastal Classroom

Start Date: September 7, 2021

Salary: Competitive - Commensurate with Experience

Contact: send resume and cover letter to 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.

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POSITION SUMMARY

City Parks Foundation is seeking a Program Manager to work during the school year with Seeds to Trees, our signature school day program, educating elementary and middle school students about urban ecology, forest ecology, marine ecology, parks stewardship and conservation. Seeds to Trees blends hands-on classroom sessions, outdoor field experiences in parks, and teacher professional development sessions, to produce a high quality, breakthrough educational experience from Sept-June.

During the summer, the Program Manager is the lead educator for the Coastal Classroom groups program. This marine ecology program extends the water-based component of the Seeds to Trees curriculum into a dynamic initiative that explores the biodiversity, health and stewardship of NYC’s waterways. The Program Manager reports to the Associate Director of Environmental Education and supervises a Coastal Classroom Team during the summer months that includes high school and college interns and a seasonal instructor.

RESPONSIBILITIES

● Serve as a primary educator for Seeds to Trees in elementary schools during the school year, and as site manager and lead educator of the Coastal Classroom summer groups program
• Work with the Associate Director of Environmental Education and other staff to shape curricula, and implement program evaluation and student assessment strategies and tools
• Manage the hiring, training, and supervision of college and high school interns
• Continually investigate best practices through professional development in topics such as child development, environmental studies, and pedagogy. Actively participate in staff development across CPF education programs.
• Participate in and form partnerships with citywide coalitions and groups that are connected to the program
• Nurture partnerships with a portfolio of elementary schools, and strategically and consistently build relationships with key stakeholders, such as teacher partners and principals
• Collaborate with the Associate Director of Environmental Education and school partners to clarify and execute clear vision, goals, roles and responsibilities; address challenges and problems; and implement clear communication strategies
• Develop and lead semi-annual Professional Development workshops for Seeds to Trees partner teachers
• Coordinate with school leadership to finalize schedules for in-class and field sessions for each school
• 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
• Contribute to the fundraising and marketing processes, as needed
• Represent program at conferences, DOE events and other industry events, as needed
• Help maintain, repair and protect tools and equipment for Seeds to Trees and Coastal Classroom
• Contribute to the care and maintenance of our 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
• Knowledge of forest ecology, marine and freshwater ecology
• A minimum of two years of teaching experience with outdoor and experiential learning preferred
• Experience with elementary age students essential and with middle school students a plus
• 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
• Willingness to work outdoors year-round in sometimes uncomfortable weather conditions
• Willingness to work the 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. Put “Program Manager, Seeds to Trees and Coastal Classroom” 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.