

Education Department Job Description

POSITION: Program Manager and Lead Educator, Seeds to Trees, Elementary

START DATE: September 2, 2015

SALARY: \$40,000 with excellent benefits

City Parks Foundation

Founded in 1989, City Parks Foundation is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. *CPF Education* presents a wide range of environmental science and media arts programs annually targeting thousands of children, youth, and educators in public schools, parks, recreation centers and other community organizations. CPF's programs and curriculum transform municipal parks resources into outdoor classrooms where students can learn important life skills while discovering the natural world that exists right in their neighborhoods.

City Parks Foundation seeks a Program Manager to work during the school year with Seeds to Trees, our signature school day program. *Seeds to Trees* focuses on educating elementary and middle school students about urban ecology, forest ecology, parks stewardship and preservation. *Seeds to Trees* blends professional development sessions, in class hands-on sessions and outdoor field experiences within parks and green spaces to produce a high-quality, invigorating educational experience from Sept-June.

The Program Manager and Lead Educator for Seeds to Trees will also serve as an educator for one of CPF Education's summer institutes, to be determined.

RESPONSIBILITIES

CPF Education is currently engaged in a strategic planning process that will further deepen educational experiences for young people, sparked by intensive partnerships with schools and community partners. During the school year, the Program Manager for Seeds to Trees will be instrumental in delivering instruction and nurturing partnerships with elementary schools, under the supervision of the Director of Environmental Education.

Key Responsibilities

Teaching

- Serve as a **primary educator** for Seeds to Trees in elementary school settings, though middle school classes may also be taught. Also lead or contribute to short-term workshops and professional development sessions. Ensure lessons are tailored to each class, including grade, special education, inclusion and English language learners. **Take leadership role in designing lessons** that emphasize City parks, experiential learning, mandated academic standards and positive youth development.
- Work with the Director of Environmental Education and other staff to help shape **curricula**.
- Work with the Director of Environmental Education and other staff implement program evaluation and student assessment strategies and tools.

- Continually investigate best practices through your own 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 program.
- Co-teach, along CPF staff, an environmental science summer institute.

Strategic Planning and Program Evolution

- Actively participate in the department-wide strategic planning process and implementation.
- Work with Director of Environmental Education and other staff to achieve goals, benchmarks and tactics for Seeds to Trees. Contribute meaningfully to discussions related to CPF's education department and other education programs. Work with Director of Environmental Education to identify key challenges and opportunities for program expansion, program modification and new program initiatives within and outside your immediate program.

Partnership Development

- Nurture partnerships with a portfolio of elementary schools with whom you strategically and consistently build relationships with key stakeholders, such as teacher partners and principals.
- Collaborate with the 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.
- Coordinate teaching schedules and field experiences for your portfolio, as needed.

Operations Management

- Contribute to a department wide calendar that reflects all program activities. Work with the Director of Environmental Education to ensure accurate, comprehensive records and statistics on your portfolio.
- 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
- Provide logistical support and complete general administrative duties, as needed.

QUALIFICATIONS

- Bachelor's Degree in Education, Environmental Science, Environmental Studies, or related field.
- Knowledge of forest ecology a must, and marine or water ecology a strong plus
- A min. of three years of teaching experience with outdoor and experiential learning in non-traditional setting desirable.
- Experience with elementary age students essential;
- A strong background in inquiry-based methods and developing interdisciplinary curricular materials
- A strong sense of professionalism, integrity, and creativity when dealing with challenges.
- Demonstrated success working with diverse students, especially youth from low-income communities.
- Demonstrated ability to work independently and as part of a team essential.
- Excellent written and verbal communications skills.
- Valid driver's license.

- Willingness to travel alone on public transportation to schools and parks throughout New York City.
- Versatility, humor, resourcefulness and creativity required (contagious enthusiasm would be great).
- Willingness to work outdoors year-round in sometimes uncomfortable weather conditions.
- Willingness to work some evenings and weekends on an irregular basis.

**Interested candidates should email *cover letter* and *resume* to: education@CityParksFoundation.org
No calls or faxes, please. Address cover letter to Joel Rodriguez, Director of Environmental Education.
Only those individuals selected for interviews will be contacted.**