

**Position/Title:** Program Manager and Lead Educator, Seeds to Trees, Elementary

**Start Date:** Summer 2015

**Salary:** Commensurate with Experience

**Application Deadline:** July 31, 2015

**Contact:** Please send resume and cover letter to [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org)

### **POSITION SUMMARY**

CPF Education is currently implementing a strategic planning process that deepens 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. During the summer months, s/he will report to the Director of Youth Development and work primarily with early adolescents.

### **POSITION DESCRIPTION**

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, marine ecology, parks stewardship and conservation. *Seeds to Trees* blends in class hands-on sessions outdoor field experiences in parks and professional development sessions, to produce a high-quality, invigorating educational experience from Sept-June.

During the summer, the Program Manager and Lead Educator for Seeds to Trees is an educator for the Coastal Classroom 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.

### **RESPONSIBILITIES**

#### **Teaching**

- Serve as a **primary educator** for Seeds to Trees in elementary school settings and middle school youth as part of Coastal Classroom during the summer. Also lead or contribute to 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 and Coastal Classroom. 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.

## **REQUIREMENTS**

- 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 essential.
- 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.

## **WORKING FOR CITY PARKS FOUNDATION**

This position will be working from the organization's administrative headquarters at 1234 Fifth Avenue in Central Park's beautiful Arsenal North location. Benefits include excellent health care and dental package, vacation, 12 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: [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org).  
Put title of position 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.

## **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (“CPF”) is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 350 parks citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City’s parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage, puppet shows in and around the City parks; tennis, golf, track and field and fitness programming for kids and seniors, Partnerships for Parks, and educational programs that promote healthy living and teach kids environmental science.