

Field Supervisor (Position Ends December 31, 2021)

Rate: \$18/Hour

Total Available Positions: Three (3)

The Horticultural Society of New York (the Hort) is seeking an energetic and dedicated Field Supervisor to help with horticultural work. This position is part of the New York City Clean Up Corps, and will end on December 31, 2021. This position will carry out garden maintenance and projects in a timely and professional manner and will help oversee a crew working to clean, maintain, plant, and activate public spaces in New York City neighborhoods hardest hit by Covid. Sites include public plazas and open streets.

The mission of the Horticultural Society of New York is to sustain the vital connection between people and plants. Our social service and public programs education and inspire, growing a broad community that values horticulture for the many benefits it brings to our environment, our neighborhoods, and our lives.

Summary/Objective: Under the supervision of the Program Manager II, The Field Supervisor will oversee Assistant Gardeners performing horticultural tasks as City CleanUp Corps sites.

Required qualifications:

- Horticulturist/gardener with 2 or more years of hands-on experience designing, building, and maintaining urban green spaces, gardens, and urban farms
- Interest in working as part of a pilot city program
- Knowledge of green infrastructure design and implementation
- Excellent communication and coordination skills
- Valid NYS Drivers License
- Ability to work independently and manage multiple projects at once
- Ability to perform physical labor outside in various weather conditions

Responsibilities Include:

- Supervising onsite work crew
 - Provide hands-on training and professional development skills for participants
 - Monitor progress and report to supervisors
- Operations
 - When necessary, lead/coordinate a field crew performing horticultural maintenance and installations
 - Troubleshoot logistical challenges and general conflicts as they arise
 - Driving vehicle to site
 - Vehicle care
 - Organization of vehicle to make sure team is prepared for jobsite
 - Responsible for taking care of inventory of tools, supplies, and uniforms
 - Survey condition of sites
 - Document status of job site and communicate improvements needed or issues
- Take photos of all sites to document progress
- Administrative/Contract Help
 - Receipts, timesheets, and other relevant paperwork as necessary
 - Update site maps

Details at a Glance

Field Supervisor (Position Ends December 31, 2021)

Rate: \$18/Hour

Total Available Positions: Three (3)

This full-time, non-exempt position works Monday through Friday from 9am to 5pm from various field sites.

Benefits

The Hort offers CleanUp Corps sick leave and personal leave accrued for time worked, and the opportunity to enroll in our medical plan. MetroCards will also be provided.

How to Apply

To be considered please email a thoughtful cover letter, resume, and two references to Lauren Keane-Farrell at CleanUpCorpsJobs@thehort.org with “Field Supervisor” in the subject line. No phone calls.

The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.