

Therapeutic Workshop Instructor

The Horticultural Society of New York (The Hort) is seeking a **Therapeutic Workshop Instructor**. This individual enjoys a busy, mission-driven environment, can prioritize tasks as needed to meet short deadlines, works hard with a can-do attitude; is able to adapt and excel in rapidly changing circumstances; is highly collegial, a team player, and pays excellent attention to detail.

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.

The Therapeutic Workshop Instructor works within the Hort's therapeutic horticulture division. This position works primarily with supportive housing clients, residents and other individuals in rehabilitative settings. This position requires the ability to work independently, manage multiple projects at once, and travel around New York City. The Therapeutic Workshop Instructor is responsible for coordinating existing workshops as well as assisting the Program Development Manager with spearheading efforts to expand service to existing and new facilities. This position is full-time and requires five days/week (40 hours).

Summary/Objective: Under the supervision of the Program Development Manager and working closely with the Senior Director of Horticulture and Director of Horticultural Therapy, the Therapeutic Workshop Instructor will work with the Workshop Instructor to facilitate and manage all aspects of therapeutic horticulture workshops at current and future contract sites.

Responsibilities

- Workshop Instruction
 - Instruct participants in an informal, non-traditional learning environment
 - Organize, obtain, and deliver teaching materials for each lesson
 - Work within the Hort's already established curriculum and develop additional workshops suitable for clientele
 - Develop, in collaboration with Workshop Instructor, remote teaching materials including audio, video, and written instruction for students of all ages
- Client Relationships
 - Develop and maintain positive relationships with clients' program managers, social workers, activity coordinators, residents and partner social service agencies.
 - Assist the Program Development Manager with expansion of therapeutic programs to new facilities.
 - Prospect for new business
 - Site visits to potential new sites
 - Proposals, estimates, contract negotiation
 - Work with existing clients on contract renewals
 - Assist new clients with contract and program implementation
- Administrative

- Complete necessary paperwork involved in reimbursement process and timekeeping
- Work with Workshop Instructor to maintain and improve a comprehensive data tracking system for workshop outcomes
 - Number of workshops
 - Attendance at workshops
 - Types of workshops
 - Participants stories or anecdotes
 - Determine what information could be relevant to grant
- Other tasks and projects as deemed necessary by your supervisors
- Plant Care & Operations
 - Help to plant, propagate, cultivate and maintain gardens at 20+ facilities in Manhattan, Brooklyn, The Bronx and Queens
 - Coordinate with Director of Horticulture to make sure landscaping services are carried out by the horticulture crews when necessary
 - Coordinate the appropriate materials and supplies for garden projects and workshops

Required Qualifications

- 2+ years of experience in teaching or Social Work
- 2 to 3 years' experience in gardening
- Experience working with clients living with mental illness
- Ability to work occasional weekend and evening hours
- Ability to work outdoors and tolerate varying weather conditions
- Experience with planting and gardening outdoors
- Willingness and ability to travel by public transportation
- Ability to lift and travel with 25lbs of supplies
- Ability to take the initiative on projects and tasks with minimal oversight
- **All new employees must be fully vaccinated against COVID-19 prior to their start date**

Preferred Qualifications

- Certificate in Horticultural Therapy or significant progress toward HTR
- Experience working with Microsoft Suite and Excel
- Comfortable teaching on-camera
- Ability to self-record workshop videos
- Driver's License

Details at a Glance

This full-time position works Monday through Friday from 9am to 5pm.

Benefits

The Hort offers full-time employees a generous vacation package, sick leave, personal leave, 10 paid holidays, and the opportunity to enroll in our medical plan (of which the Hort pays a portion).

How to Apply

To be considered please email a thoughtful cover letter, resume, salary requirements, and two references to Lauren Keane-Farrell at jobs@thehort.org with 'Therapeutic Workshop Instructor' in the subject line. No phones call.

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.