



Therapeutic Horticulture Program Manager

The Horticultural Society of New York (the Hort) is seeking a **Therapeutic Horticulture Program Manager** to manage daily operations for our Rikers program and support our expansion of therapeutic horticulture across New York City. The Program Manager must have excellent understanding in theory and practice of applied therapeutic horticulture with a variety of populations, an entrepreneurial spirit, and a desire to build upon a growing Therapeutic Horticulture department within The Hort.

Responsibilities

- Horticultural Therapy Programs
 - Ensure standards of horticultural therapy are met across organization programs
 - Prepare presentations and represent The Hort's therapeutic horticulture programs for funders, stakeholders, and partners.
 - Conduct training for staff at partner organizations to promote the benefits of therapeutic horticulture and develop site specific workshop objectives.
 - Grow The Hort's reputation within the field of horticultural therapy by developing new partnerships, relationships, and business opportunities.
 - Identify needs and opportunities for volunteers and interns across the organization's therapeutic horticulture programming
- Rikers Programs Operations
 - Oversee team of six program instructors
 - Develop program schedules
 - Manage delivery process for materials and supplies including approving orders and submitting order clearance to DOC
 - Prepare and submit clearances for visitors, applicants, funders etc
 - Field Instructor feedback and concerns regarding classroom and garden space. Resolve with Program Director, DOC, and Instructors as appropriate.
- Administrative
 - Collaborate with the Development department to ensure therapeutic horticulture metrics are tracked.
 - Write and submit information for Board reports (3 times per year)
 - Ensure Instructors submit weekly attendance reports, maintenance hours, and other deliverables for DOC contract.

- Other
 - Support in-person instruction as needed at workshops conducted on Rikers Island, supportive housing, affordable housing, senior centers, and the Education Center.
 - Other tasks as necessary

Required Qualifications

- Horticultural Therapist at HTR level or with completed certificate in HT
- 2+ years experiencing working in hort therapy with a variety of populations
- Experience developing new systems to support a rapidly growing department.
- Experience developing trainings for staff and clients.
- Excellent administrative skills including Microsoft 365, data entry, and budgeting.
- Flexibility with the work schedule and the ability to thrive in changing situations
- A non-judgmental attitude towards people from all routes of life

Preferred Qualifications

- Bilingual
- A “pull up your sleeve”, “can do” attitude with a sense of humor is desirable.

Details

- Schedule: Monday through Friday with occasional weekends
- Employment Classification: Full-Time Regular
- Salary Range: \$58,500 to \$62,500
- Reports to: Director of GreenHouse and Horticultural Therapy Programs

Physical Requirements

- Ability to lift and move up to 30 pounds
- Must be able to squat, lift, stretch, bend, and stand for extended periods of time
- Ability to perform physical labor outside in various weather conditions
- Comfort working seated at a desk and on a computer for prolonged periods.

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).

Application instructions: To apply, please email your resume, cover letter (include salary requirements) and two references to jobs@thehort.org with "Therapeutic Horticulture Program Manager" in the subject line.

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.

We provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals during the hiring process. Please email jobs@thehort.org should you require a reasonable accommodation during the hiring process.

