



## Garden Workshop Instructor

**Location:** The Horticultural Society of New York, GreenHouse Program on Rikers Island Correctional Facility and various Supportive Housing settings in the city

The Horticultural Society of New York (the Hort) is seeking a Garden Workshop Instructor for our workshops offered throughout New York City. The Garden Workshop Instructor will primarily provide programming at Rikers Island working with women and men who are currently incarcerated. Instructors may also work with supportive and affordable housing clients, senior centers, and run workshops for children and community members from our Education Center.

The ideal candidate has a background in horticultural therapy or vocational rehabilitation with an emphasis on horticulture. Candidates should be highly collegial, enjoy a mission-driven environment, can work independently, and thrive in a fast-paced, constantly changing work environment. Excellent knowledge of horticulture, botany, and environmental science is essential to this position. Experience with classroom management, curriculum development lesson planning, and remote teaching is a plus.

### **Responsibilities**

#### Program Delivery (70%)

- Lead classroom instruction in horticulture, botany, and environmental science rooted in the overall program foundation of therapeutic horticulture
- Structure and facilitate horticultural therapy sessions and vocational/academic as well as life-skills sessions
- Design and maintain therapeutic gardens, greenhouses, and other outdoor locations
- Support curriculum writing and develop new lesson plans.

#### Administrative Tasks (30%)

- Weekly and monthly reporting of relevant data for use by The Hort and the Department of Corrections (DOC)
- Collect and evaluate student data
- Identify workshop and classroom needs, submit order requests to the Program Coordinator, support clearance process and delivery as needed
- Oversee volunteers or interns assigned to the group
- Collaborate with other Hort programs, as needed
- Other tasks as needed by the program and the organization

#### Required Qualifications

- Excellent knowledge of horticulture, botany, and environmental science, hands on as well as theory
- Work experience serving youth at risk, individuals with mental illnesses, individuals with a history of substance use, or individuals who are incarcerated.
- Experience with lesson planning, curriculum development, and strong classroom management skills
- Demonstrated administrative skills including data entry and evaluation
- 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

- Registered as a horticultural therapist (HTR) or holding a certificate in horticultural-or eco therapy



- Work experience as an Environmental Educator
- Being bilingual is a plus.
- A “pull up your sleeve”, “can do” attitude with a sense of humor is desirable.

#### Additional Details

- Schedule: Monday through Friday with an anticipated change to Tuesday through Saturday. On Island programming (4 days per week) begins at 7am.
- Employment Classification: Full-Time Regular
- Salary Range: \$48,000 - \$55,000
- Reports to: Program Manager

#### 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 PTO package, sick leave, 10 paid holidays, pre-tax transit benefits, flexible spending account, Employee Assistance Program, 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, and two references to [jobs@thehort.org](mailto:jobs@thehort.org) with ‘Garden Workshop Instructor’ 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.*

*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](mailto:jobs@thehort.org) should you require a reasonable accommodation during the hiring process.*