



## **Garden & Public Space Workshop Facilitator**

The Horticultural Society of New York (the Hort) seeks a creative and organized Garden and Public Space Workshop Facilitator to join our team. The Garden and Public Space Workshop Facilitator travels throughout New York City to bring plants to people of all ages and in various settings including public schools, supportive housing facilities, in the Greenhouse Education Center in Riverbank State Park, and on Open Streets and public plazas.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

### ***Responsibilities***

#### **Workshop Facilitation & Gardening (60%)**

- Instruct people of all ages in non-formal, non-traditional learning environments.
- Customize and deliver workshops as outlined in The Hort curriculum
- Organize workshop and garden materials before and after each session.
- Support and maintain gardens and open spaces including: greenwalls, raised beds, edible, perennial, ornamental and roof-top gardens.
- Increase soil fertility, prune, water, weed and manage pests at garden sites.
- Maintain safe learning conditions while keeping equipment and tools in good working order.
- Assist program directors with site events such as teacher training, public workshops, and family showcases.

#### **Outreach & Program Administration (20%)**

- Collaboratively and independently plan workshops to ensure curriculum alignment.
- Facilitate and maintain communication with site staff.
- Maintain effective and open communication with Hort staff, Supervision and the and the extended community partner network.
- Price, procure, deliver, track and maintain receipts for program supplies.
- Maintain attendance and site-specific records.

#### **Travel & Delivery (20%)**

- Travel to partner sites to provide services.
- Deliver program and garden supplies.

### ***Required Qualifications***

- 4-year college degree in education, environmental science, botany, biology or related field or equivalent experience.
- Teaching experience in formal, non-formal and/or outdoor capacities.
- Clear, open and effective communication, both verbally and in writing.



- Hands-on knowledge of plants, urban gardening, growing food, climate concerns, and social-emotional learning.
- Fluency in web-based meeting apps (Zoom, Microsoft Teams, etc.)
- Detail-oriented and highly organized.
- Love of travel by public transportation.
- Willingness to work both indoors and outdoors in all weather conditions.
- Able to work both independently and collaboratively.
- Adaptable and flexible, ability to find teachable moments in opportunities.
- **All new hires must be fully vaccinated against COVID-19 by their start date.**

### ***Preferred Qualifications***

- Experience teaching populations such as youth at risk, older adults, individuals with mental illnesses, individuals with a history of substance use, and individuals who are or have been impacted by the justice system.
- Bilingual (Spanish/ English)
- Experience living and gardening in an urban setting
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PPT, etc.)
- New York State Teaching Certification or horticultural therapy certificate or registered as an HTR

### ***Physical Requirements***

- Ability to lift and move up to 25 pounds.
- Ability to squat, lift, stretch, bend, sit and stand for extended periods of time.
- Ability to perform physical labor outside in all weather conditions.
- Comfort navigating the subway, bus, streets, and other modes of transportation throughout NYC.

### ***Benefits***

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, and medical, dental, and vision insurance.

### ***Additional Details***

-Employment Classification: Full-Time, Regular

-Salary Range: \$45,000 - \$52,000

-Background Check: Facilitators may be screened by the DOE Office of Personnel Investigation and submit fingerprints

-Schedule & Shift: In-person Monday- Friday or Wednesday- Sunday 9:00 am- 5:00 pm or 10:00 am- 6:00 pm (Occasional weekends and evening shifts required, schedule will be determined by tasks and program times so flexibility on both ends is expected)

### ***How to Apply***

To be considered please email a thoughtful cover letter, resume, and content sample (i.e. lesson plan, video, or activity outline) to [jobs@thehort.org](mailto:jobs@thehort.org) with 'Garden & Public Space Workshop Facilitator' 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 accommodation 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 reasonable accommodation during the hiring process.*

*Please be advised that due to the high volume of applicants, we can only contact candidates whose skills and background best fit the open positions' needs. Thank you for your interest in employment opportunities at The Horticultural Society of New York.*