



Garden & Public Space Workshop Facilitator for Justice-Impacted Populations

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 and programming to people of all ages and in various settings including detention centers, 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, specifically with individuals detained at DOC and ACS facilities (Rikers Island, Horizon and Crossroads).
- 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 green walls, 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 staff 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 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, horticultural therapy, or related field or equivalent professional experience.
- Teaching experience in both formal and informal settings.



- 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.
- Demonstrated experience designing and implementing gardens, including using ornamentals
- 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.
- Skills in trauma-informed care, restorative practices, cultural humility, and experience with reentry populations.
- 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, 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, term life insurance policy, and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance. A 401(k) retirement plan is available after one year of service.

Additional Details

- Employment Classification: Full-Time, Regular
- Salary Range: \$45,000 - \$60,000 annual salary
- Background Check: Facilitators may be screened by the DOE Office of Personnel Investigations and submit fingerprints
- Schedule & Shift: Midtown Offices or onsite at detention facilities as directed Monday through Friday, 9:00 a.m.- 5:00 p.m. with ability to regularly flex to 11am to 7pm based on program schedule, with 16 Saturdays required. *Additional flexibility is required based on program needs.*



How to Apply

To be considered, [click here](#) to submit your application and required materials. **Only complete applications will be reviewed. No phone calls.**

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

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 accommodation is also available for these individuals during the hiring process. Please email jobs@thehort.org should you require reasonable accommodation during the hiring process.