



Garden & Public Space Workshop Facilitator- Community Engagement

The Horticultural Society of New York (the Hort) seeks a creative and organized Garden and Public Space Workshop Facilitator to deliver dynamic, hands-on programming across New York City. Reporting to the Education Center Manager, this role brings horticulture-based learning to life through workshops and activities in public schools, supportive housing facilities, urban farms, and public spaces such as plazas and Open Streets. The Garden & Public Space Workshop Facilitator connects people of all ages to horticulture, blending education, environmental connection and care, and community engagement to advance The Hort's mission.

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%)

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

Outreach & Program Administration (20%)

- Plan workshops independently and with colleagues, maintaining alignment with curriculum goals.
- 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

- Teaching experience in formal, non-formal, and/or outdoor capacities.
- Hands-on knowledge of plants, urban gardening, growing food, climate concerns, and social-emotional learning.
- Clear, open, and effective communication, both verbally and in writing.
- 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.

Preferred Qualifications

- Formal or informal experience and training in education, environmental science, botany, biology or related field
- Bilingual (Spanish/ English)
- Experience living and gardening in an urban setting
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PPT, etc.)

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 - \$52,000 annual salary

Reports to: Education Center Manager

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

Work Locations: Midtown Office, Denny Farrell Riverbank State Park Greenhouse and Education Center and other school and public space sites throughout NYC

Schedule & Shift: Wednesday 8:00 a.m.- 4:00 p.m.; Thursday and Friday 12:00 p.m.-8:00 p.m.; Saturday and Sunday 10:00 a.m.-6:00 p.m. *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 fit the open positions' needs. 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 accommodations are also available for these individuals during the hiring process. Please email jobs@thehort.org should you require reasonable accommodation during the hiring process.

