

Garden & Public Space Workshop Facilitator- School-Based Education

The Horticultural Society of New York (the Hort) seeks a creative and organized Garden and Public Space Workshop Facilitator to join our education 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 Horticultural Society of New York brings plants into the places where daily life happens, especially in neighborhoods with the least access to green space. We turn “unplantable” urban spaces—sidewalks, medians, traffic triangles, and streets—into gardens and plantings that last. We engage communities through learning, wellness, and paid work, so the benefits of plants are more accessible to New Yorkers across our city.

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

- 2 Years formal or informal experience and training in education, environmental science, botany, biology or related field
- 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

- 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 45 pounds, including on public transportation
- 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

Reports to: Director of Education

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

Work Locations: In person at assigned public schools in Brooklyn, Bronx, Queens, and potentially Staten Island, Midtown Office, Denny Farrell Riverbank State Park Greenhouse and Education Center, and Carol Pino Learning Farm

Schedule & Shift: In-person Monday- Friday or Wednesday- Sunday 8am-4pm 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

Please include a brief cover letter detailing your interests along with the completed application and resume. 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.