

## Programs Coordinator

The Battery Conservancy (TBC) is a non-profit organization dedicated to revitalizing The Battery, the 25-acre public park located at the southern tip of Manhattan. The Battery is at the forefront of sustainable urban park planning and organic horticulture.

TBC's education programs for youth annually engage 6800 elementary, middle, and high school students in hands-on experiences in Battery Urban Farm and throughout the park. Farm produce is donated to schools that participate in farm programming and to non-profit partners.

The Programs Coordinator is responsible for managing and implementing the youth programs and assisting the Deputy Park Manager with all other public programs at The Battery. TBC offers programming facilitated by its own staff and by partner organizations. Staff-facilitated programs include: Field Trips, Student Farmers, School Plots, Teacher Training, and Community Gardener Workshops. Along with Parks Department programs, TBC's partner-facilitated programs currently include Bird Walks with NYC Audubon and Yoga at The Battery. In addition, TBC has an extensive volunteer program for both individual and groups. The Programs Coordinator is a full-time, non-exempt position reporting to the Deputy Park Manager.

### Responsibilities

- Schedule schools, camps, and other groups for youth programs and recruit for adult programs. Coordinate with participants on expectations, day-of details, and other general communication.
- Train and manage seasonal educators
- Oversee all educational programs. Tasks include:
  - preparing for the educators to teach the staff-led programs
  - substituting/supplementing educators as necessary
  - providing support to participants in self-guided programs
  - recruiting/preparing for and leading the Teacher Training Program
  - recruiting and planning the Community Gardener Workshops (taught by other TBC staff)
- Assisting the Deputy Park Manager with all other programs. Tasks include:
  - facilitating weekly orientation sessions for volunteers
  - collecting feedback from participants in free park programming
  - seeking out new partnerships for programming
  - collecting and analyzing data related to programming/park visitation/farm maintenance
- Develop new lesson material for youth programs that use The Battery's historical, environmental, and horticultural resources
- Work with TBC staff, educators, and volunteers to maintain Battery Urban Farm and the oyster restoration stations
- Engage with park visitors as an ambassador for the park and TBC
- Assist with major TBC events and perform other general park tasks as assigned by the Deputy Park Manager

### Qualifications

- Two or more years of experience managing garden-education programs
- Two or more years of gardening and/or farming experience
- Ability to both work efficiently on a team and lead a team
- Ability to perform heavy physical labor on a regular basis in all weather conditions
- Experience with program evaluation and data analysis
- Excellent organizational skills as well as verbal and written communication skills
- Ability to work occasional overtime and weekends as needed

Compensation: \$40,000 - \$50,000 with excellent benefits

Position Starts: February 4, 2019 Please send a resume with cover letter explaining your relevant experience to [positions@thebattery.org](mailto:positions@thebattery.org) with "Programs Coordinator" in the subject line. No phone calls please.