

City Parks Foundation Education

JOB: Partnership Manager and Lead Educator, Youth Development

START DATE: March 2014

SALARY: \$40,000 with excellent benefits

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 700 parks citywide, presenting a broad range of free arts, sports and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

This is an exciting time of growth for CPF Education. For over 20 years, CPF Education has promoted experiential learning in environmental science and media arts, connecting kids to parklands as learning laboratories. In 2013, CPF Education developed a comprehensive strategic plan. Our vision is to foster year-round, long-term engagement of youth from targeted, high-needs communities in our five program areas: Seeds to Trees, Learning Gardens, Green Girls, Coastal Classroom and Youth Made Media.

A key strategy to achieve this vision is a significant expansion of out-of-schooltime programs. Ultimately, all our programs will have afterschool initiatives and Summer Institutes for middle schoolers that lead to credit-bearing apprenticeships and paid internships for high schoolers. Together, these initiatives will create a pipeline for youth to study urban ecology and technology throughout adolescence, thereby opening new STEM interests, employment opportunities, college possibilities and career options.

RESPONSIBILITIES

CPF is adding a three-person team to realize expanded out-of-schooltime science programs for adolescents. Reporting to the Director of Youth Development, the Partnership Manager and Lead Educator will play a key role in shaping the afterschool initiatives and Summer Institutes in urban ecology for early adolescents. Content areas include forest ecology, coastal ecology, environmental justice and related topics. As lead educator, the partnership manager will teach all afterschool programs, shaping the program design, curricula, lessons and field experiences so they promote positive youth development alongside academic knowledge and skills. As lead partnership manager, the position is responsible for nurturing sustainable relationships with the community-based organizations for which we are the STEM education provider. The Partnership Manager must also work closely with media arts educators to integrate media arts and technology into OST instructional time.

Teaching and Learning:

- Work with the Director of Youth Development to design, and implement curricula, lessons and assessment tools for afterschool initiatives and summer institutes across all environmental science programs.
- Serve as a primary educator for all afterschool initiatives for early adolescents with regularly scheduled classes three - five days/week. Lead professional development sessions, as needed.
- Serve as lead educator for one-two summer institutes.

- Tailor lessons to each group.
- Continually investigate best practices through your own professional development.

Partnership Development

- Maintain and grow a portfolio of community-based organizations with whom you strategically and consistently nurture long-term partnerships.
- Conduct outreach and identify potential new cbo partners.
- Coordinate sites, schedules and field experiences for your portfolio, as needed.
- Contribute to strong relationships with schools hosting afterschool programs.

Operations and Strategic Planning

- Contribute to a department-wide calendar and database with accurate, comprehensive schedules, records and statistics on your portfolio.
- Help plan for and maintain department resources.
- Provide logistical support and complete general administrative duties, as needed.
- Actively participate in department-wide implementation of its strategic plan

QUALIFICATIONS

- Bachelor's Degree in Education, Environmental Science, or related field required.
- Knowledge of urban ecology and data collection/analysis essential.
- Min. of 5 years in out-of-schooltime and/or informal science education
- Demonstrated ability to construct and deliver experiential learning for adolescents with diverse abilities
- Experience teaching outdoors with ability and willingness to do so in heat, cold, light rain, etc.
- Experience with curriculum development and tracking student learning a plus
- Deep commitment to positive youth development
- Valid driver's license and willingness to travel alone on public transportation across NYC.
- Self starter with positive, can-do attitude and ability to communicate effectively
- Willingness to work some weekends on an irregular basis.
- Bilingual a strong plus

Application Procedures:

Interested candidates should send the following documents, via email, to Debra Sue Lorenzen, Director of Education for City Parks Foundation. Please put Director of Youth Development in the subject line.

education@CityParksFoundation.org

- Resume
- 1 page cover letter that thoughtfully explains your interest in and experience relevant to this position



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Deadline for applications: March 1, 2014 Only those individuals we select to be interviewed will be contacted. No phone calls, please.