



Job Description — Program Manager

About City Growers

City Growers is a 501(c)(3) charitable nonprofit organization based in New York City. Rooted in experiential learning theory, our programs use urban agriculture to close fundamental gaps in the experiences of city kids through exploration of the natural world and an understanding of where our food comes from.

From field trips to after school, City Growers' programs engage thousands of kids in farm-based learning each year through our hands-on farm workshops at Brooklyn Grange rooftop farms, summer camps, school garden residencies, after school programs, summer internships, and ecology workshops. City Growers is committed to providing and expanding access to experiential environmental and food education to kids in New York City and beyond.

About the Position

The Program Manager will supervise and provide operational support to program staff, while fostering an organizational community of growth and inclusion. The ideal candidate is reliable, organized, personable, outgoing, and approachable, and possesses past supervisory experience in a youth development or education capacity. Reporting to the Director of Education, the Program Manager is responsible for ensuring proper compliance with DYCD, DOE and DOH policies and procedures among City Growers' youth programs.

Due to a small number of programs in the fall season, **the position will begin at 20 hours per week, and expand to 40 hours per week on January 1, 2018** upon the ramping up of summer camp preparation.

Responsibilities

- Staff Supervision, Management and Support
 - Supervise staff in Afterschool, Summer Camp, Farm Workshops & Youth Internship Programs
 - Be a consistent role model for staff, maintain a standard of high energy and morale
 - Build positive workplace culture aligned with City Growers' Vision/Mission/Values
 - Manage staff issues, resolve conflicts, and provide discipline when necessary
 - Provide training, leadership and guidance for staff
 - Provide assistance to or coverage for program staff when needed
 - Create and maintain a supportive working and learning environment
 - Conduct staff evaluations, including goal setting and monitoring, check-ins, and exit interviews
 - Attend team meetings
 - Hold staff accountable for strong performance
 - Observe and monitor program content, delivery and promotion
 - Provide operational support for all program logistics

- Interview and hire staff, make recommendations on staffing needs
- Deliver orientation to all new staff and interns
- Approve staff timesheets and submit to outsourced payroll company
- Quality Assurance/ Risk Management
 - Assist Afterschool Program Director in administering and maintaining student and program documents, including DOH/DYCD binders and staff files
 - Enforce all safety and program regulations
 - Ensure compliance in record-keeping
 - Respond to case emergencies (after hours when necessary)
 - Acquire and maintain requisite permits for various programs
 - Ensure compliance with health, safety, and training policies and procedures
 - Ensure compliance with DYCD, DOE, and DOH protocols for accidents, incidents, and child safety among all program staff through clear communication, monitoring, and record keeping
 - Monitor and collaborate with DYCD Program Director in regards to workscope, budget modifications, program changes, and incident reports
 - Assist Afterschool Director in Site Visits
- Outreach & Recruitment
 - Provide a high level of customer service and interaction to parents and families.
 - Build relationships with school administration
- Field General Inquiries
 - Manage info@citygrowers.org account, pass inquiries to appropriate staff

Qualifications

- Previous staff supervision experience required
- Experience working with DYCD highly preferred
- 2-3 years experience in a nonprofit preferred
- Bilingual Spanish/English strongly preferred

Compensation

- 20 hours per week, September 11th, 2017- December 31st, 2017 at \$19 per hour
- Becomes 40 hours per week (FT) January 1st, 2018 with salary of \$40,000
- Benefits include paid time off & option to occasionally work from home

Applications

To apply, please send a resume and cover letter to employment@citygrowers.org with the subject "Program Manager."

City Growers values a racially, ethnically and culturally diverse work community and we strongly encourage applications from people of all backgrounds.

