

# Therapeutic Horticulture Program Manager | New York, NY

## [Job Opportunities](#)

Employer: The Horticultural Society of New York

Location: New York, NY

Job Type: Full-Time

Opening Date: April 6, 2022

Closing Date: June 30, 2022

### Job Description:

The Horticultural Society of New York (the Hort) is seeking a Therapeutic Horticulture Program Manager to manage daily operations for our Rikers program and support our expansion of therapeutic horticulture across New York City. The Program Manager must have excellent understanding in theory and practice of applied therapeutic horticulture with a variety of populations, an entrepreneurial spirit, and a desire to build upon a growing Therapeutic Horticulture department within The Hort.

### Responsibilities Horticultural Therapy Programs:

- Ensure standards of horticultural therapy are met across organization programs
- Prepare presentations and represent The Hort's therapeutic horticulture programs for funders, stakeholders, and partners.
- Conduct training for staff at partner organizations to promote the benefits of therapeutic horticulture and develop site specific workshop objectives.
- Grow The Hort's reputation within the field of horticultural therapy by developing new partnerships, relationships, and business opportunities.
- Identify needs and opportunities for volunteers and interns across the organization's therapeutic horticulture programming Rikers Programs Operations
- Oversee team of six program instructors
- Develop program schedules -Manage delivery process for materials and supplies including approving orders and submitting order clearance to DOC
- Prepare and submit clearances for visitors, applicants, funders etc
- Field Instructor feedback and concerns regarding classroom and garden space.
- Resolve with Program Director, DOC, and Instructors as appropriate.

### Administrative

- Collaborate with the Development department to ensure therapeutic horticulture metrics are tracked.
- Write and submit information for Board reports (3 times per year)
- Ensure Instructors submit weekly attendance reports, maintenance hours, and other deliverables for DOC contract. Other
- Support in-person instruction as needed at workshops conducted on Rikers Island, supportive housing, affordable housing, senior centers, and the Education Center.
- Other tasks as necessary

### Required Qualifications

- Horticultural Therapist at HTR level or with completed certificate in HT
- 2+ years experiencing working in hort therapy with a variety of populations
- Experience developing new systems to support a rapidly growing department.
- Experience developing trainings for staff and clients.
- Excellent administrative skills including Microsoft 365, data entry, and budgeting.

- Flexibility with the work schedule and the ability to thrive in changing situations
- A non-judgmental attitude towards people from all routes of life Preferred Qualifications
- Bilingual
- A “pull up your sleeve”, “can do” attitude with a sense of humor is desirable.

Application instructions:

To apply, please email your resume, cover letter (include salary requirements) and two references to [jobs@thehort.org](mailto:jobs@thehort.org) with "Therapeutic Horticulture Program Manager" in the subject line.

Supplemental Information:

Details at a Glance: Reporting to the Director of GreenHouse and Horticultural Therapy Programs, this full-time, exempt position is anticipated to start Spring to early Summer 2022. The Therapeutic Horticulture Program Manager will mostly work a Monday through Friday schedule, with occasional need to work on the weekend. The salary range is between \$58,500.00 and \$62,500.00 Benefits The Hort offers full-time employees a generous vacation package, sick leave, personal leave, 10 paid holidays, and the opportunity to enroll in our medical plan (of which the Hort pays a portion). 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 accommodations 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](mailto:jobs@thehort.org) should you require a reasonable accommodation during the hiring process.

Apply via email: [jobs@thehort.org](mailto:jobs@thehort.org)