

Position Description:



Environmental Education Manager

Reports to: Assistant Vice President of Education & Outreach

Hours/Week: Full Time, 37.5 Hours

FLSA: Non-Exempt

The Environmental Education Manager will help further Hudson River Park's mission of protecting its 400-acre Estuarine Sanctuary and increase awareness and stewardship of the Hudson River through science and education. The Educator Manager will oversee and mentor Environmental Educators and interns while implementing a wide range of hands-on programs including field trips, drop-in public programs, teacher trainings and student internships. The Manager will be part of the Hudson River Park Trust's River Project team of scientists and educators and will report to the Assistant Vice President of Education and Outreach. Science communication is another key aspect of this role, and the Manager will also develop and share content focused on River Project initiatives in partnership with other members of the Trust's communications team.

Background:

The Hudson River Park Trust (the "Trust") is a public benefit corporation created by act of the NYS Legislature. It is also a 501(c) (3) charitable organization. The mission of the Trust is to design, construct, maintain and operate a heavily used four-mile-long waterfront park and Sanctuary on Manhattan's west side. The Park is also financially self-supporting, generating its operating budget from commercial tenancies and permittees located within the Park's boundaries as well as from grants, sponsorships, donations and other sources.

The Trust's River Project Department educates over 30,000 people each year through free and low-cost environmental education programs focused on students from Kindergarten through college as well as members of the public. These programs use the Park's Sanctuary waters, piers, docks and classrooms as a living laboratory where learning opportunities endeavor to inspire the next generation of River stewards.

The Manager will oversee programs held outdoors and indoors. The Trust uses the greater Park as an inspiring setting for learning and engagement. For example, at Pier 26 and its Tide Deck students learn about shoreline ecology and climate change. At Pier 40, the Wetlab is a seasonal research aquarium featuring Hudson River animals.

In 2023, a new indoor educational venue– the Pier 57 Educational Classroom and Gallery– will open, serving as a year-round space for organized school and after-school groups and members of the public. At this location, drop-in learning about our local waterways will also occur through custom-designed interactive technological games and activities. The Manager will develop and implement a docent program to support this exciting new educational space.

The Park also offers paid internships for high school and college students from communities underrepresented in STEM focused on field science and environmental education to foster science communications and green job skills. The Environmental Education Manager will mentor and supervise interns throughout the year alongside other members of the Trust's River Project team.

Responsibilities:

- Manage educational programming for school and summer camp field trips centered on Hudson River wildlife, shoreline ecology, climate change, environmental justice, waterfront history and more

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- Plan and oversee public-facing drop-in programs and special events throughout the Park, such as the SUBMERGE Marine Science Festival, Big City Fishing catch & release fishing workshops, Park Tours with local experts, Ask a Scientist guest lectures and Wetlab Look-in aquarium open hours
- Maintain and grow relationships with educational partners, including local schools, summer camps and community outreach organizations while working proactively to expand the Park's outreach efforts to prospective Title I schools and camp groups
- Mentor and support the Park's environmental education team members by setting seasonal goals, providing feedback for curriculum and educational resource updates, teaching programs to train staff as needed and offering guidance to staff that are scheduling field trip programs
- Consider ways to improve student, visitor and intern experience through regular program evaluation that includes methods such as pre-/post program tests, teacher surveys, seasonal evaluations, and on-the-spot feedback while analyzing and reporting annual programming statistics in support of the Trust's Estuarine Sanctuary Management Plan.
- Create content that promotes programs and shares educational information about the Park's environmental initiatives for the Park's communication channels including via website, email and social media
- Support the Park's design team in development of printed educational materials such as an annual education guide, event postcards, event signage and more by providing written text and images that promote educational programs
- Support grant opportunities that expand education programs, including drafting applications and narrative reports for a variety of funders, preparing grant-related budgets, executing procurements and tracking reports and deadlines
- Support other departmental and Trust duties as assigned

Education & Experience Requirements:

- Bachelor's degree or higher level of education in environmental science, education or a related field
- 5+ years of experience in education including 2+ years of supervisory or program coordinator experience
- Experience conducting informal environmental education programs, preferably in an urban setting
- Strong communication and interpersonal skills
- Demonstrated mentorship and leadership skills and desire to support growth opportunities for students and the science community in the areas of inclusivity and environmental justice
- Ability to work as a part of a team, multitask and problem solve
- Flexibility for evening and weekend scheduling, including in-person and on-call responsibilities with the launch of the Pier 57 program and during the peak programming season
- Interest in working outside year-round and comfort conducting research and programming activities on and near the water
- Ability to lift around 30 pounds is preferred
- A valid driver's license is required
- Proof of Covid-19 vaccination status is required

Compensation & Benefits:

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Competitive salary of \$55,000 - \$65,000 annually depending upon qualifications. Excellent benefits package including: paid holidays, vacation, sick and personal time, medical, dental and vision insurance, and participation in New York State Retirement System.

Application Process: Interested applicants are to submit a resume and cover letter to the Director of Human Resources to: resumes@hrpt.ny.gov. Indicate Job Code: **2022 Education Manager** in the subject line of your email. No phone calls please.

More information on the Hudson River Park is available at: www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.