

WYCKOFF HOUSE MUSEUM

OUTDOOR EDUCATION & PROGRAMS

COORDINATOR



ABOUT THE WYCKOFF HOUSE & ASSOCIATION:

The Wyckoff House & Association comprises the Wyckoff House Museum and Wyckoff Family Association. As the Wyckoff House Museum, we preserve, interpret, and operate New York's oldest building and the surrounding one-and-a-half acres of park. Through innovative educational and farm-based programs, we build cultural and agricultural connections within our community, emphasizing immigration, family, food, and community through history. Our team includes three full-time staff members and two to four part-time employees.

POSITION SUMMARY:

The ***Outdoor Education & Programs Coordinator*** will report to both the Director of Inquiry, Learning, & Outreach and the Farm and Community Engagement Manager. Key responsibilities will include providing leadership to the summer Garden Apprentice Program and off-season support to the museum and farm's public and learning programs, which include school visits, monthly family days, curricula development, and seasonal events. This position offers a candidate with experience in teen or youth programs an opportunity to work in a unique, culturally-specific setting and highly collaborative team environment.

KEY RESPONSIBILITIES:

YEAR-ROUND

Family Day, Public Programs, & Outreach

- Lead monthly Farmhouse Family Day programs (held on the third Saturday each month). With support from the Director of Learning, your responsibilities include planning themed activities, developing lesson plans, and scheduling outside teaching artists.
- Promote Family Days, farm programs and other public events via website updates, online event calendars, email communications, social media, and newsletters.
- Support program growth by gathering resources and strategies for curriculum development, and help cultivate avenues of partnership.
- Participate in staff-wide development, visioning, and ongoing re-interpretation, as well as occasional staff-board meetings. Help collect photographs, data, and evaluation metrics for reporting and promotion.

Facilitating Group Learning & Lessons

- Lead hands-on inquiry- and STEM-based lessons, on topics related to agriculture and colonial history (from a critical perspective) to K-8th grade students up to 3 times per week. Participate in training, lesson reflections, and peer observations.
- Monitor the daily setup and cleanup of education programs and maintain inventory of all teaching & office supplies.

WYCKOFF HOUSE MUSEUM OUTDOOR EDUCATION & PROGRAMS COORDINATOR



SUMMER SEASON PRIORITIES:

Garden Apprentice Program Responsibilities

- Collaborate with Farm Manager to design, execute and adapt Garden Apprentice Program (GAP) curriculum.
- Lead GAP youth in daily farm work and facilitating weekly workshops.
- Oversee GAP youth roles and responsibilities during weekly Saturday Farmstand.
- Help plan and execute GAP evaluations, graduation, field trips, etc.
- Year Round GAP Activities include: Planning and Evaluation, Contributing to pre-, mid- and post- season planning.

Urban Farm, Garden, & Grounds Assistance, and Summer Events

- Perform seasonal farming tasks alongside Farm Manager including: bed preparation, irrigation, planting, weeding, pest management, harvesting and processing vegetables and herbs, and maintaining compost systems.
- Help maintain grounds and prepare for events, groups, and activities.
- Assist with large scale museum-wide events (held on weekends).
- Provide assistance to site renters.

QUALIFICATIONS:

- Minimum of 1-2 years facilitating formal and informal hands-on learning experiences with high-school-age youth.
- Experience and/or interest in farming and/or gardening, public history, and community engagement.
- Willingness to work outdoors year round and ability to lift up to 40 lbs, standing/walking
- Ability to work both independently and as part of a small team. Enthusiasm to contribute to a positive and supportive work environment.
- Interest in building or expanding relationships and connections within a culturally diverse community.
- Commitment to Social Justice.
- Strong attention to detail and excellent communication skills.
- Saturday availability required weekly, June - October, and for occasional off-season events and Family Days.

POSITION DETAILS:

YEAR-ROUND SCHEDULE

Growing Season (June - October): 40 hour/week (Tuesday through Saturday)

Ancillary Season (November - May): Average 20 hrs/wk with flexibility and variation

WYCKOFF HOUSE MUSEUM OUTDOOR EDUCATION & PROGRAMS COORDINATOR



Compensation between \$22 - 25 per hour, year round- Some ancillary benefits available, including PTO and Citibike membership.

APPLICATION PROCESS:

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. If you have a passion for our work and believe that you can contribute to the growth of our organization, we encourage you to apply even if you are uncertain whether you meet all of the qualifications listed.

To apply for the Outdoor Education & Programs position, please email your resume and letter of interest as a PDF attachment to jobs@wyckoffmuseum.org with the subject title "Outdoor Education & Programs Coordinator" by February 28, 2023.