

Programs Facilitator



The Wyckoff House Museum seeks a Programs Facilitator who has interest in local history stewardship to provide engaging, meaningful content and create a warm, welcoming environment for all visitors.

We seek organized, collaborative, and enthusiastic educators who are passionate about the work we do and have experience facilitating youth or teen programs to join our small and mighty team.

Who We Are

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 and urban farm space. Through innovative educational and farm-based programs, we build cultural and agricultural connections within our community, emphasizing immigration, family, food, and community through history.

Position Responsibilities: What You'll Do

Programming (80%)

Learning Programs (50%)

- Lead inquiry-driven, curriculum-aligned learning programs (pre-K–12th grade, college, adult, & seniors) and hands-on workshops at the museum, outdoors on our urban farm, and at NYC schools and libraries.
- Complete pre- and post-school and learning program responsibilities and expectations.
- Assist with other Programs Department initiatives such as family programming, off-site workshops, and summer teen apprenticeship as needed.

Inquiry and Visitor Services (30%)

- Lead public tours of the historic house and urban farm (in season) for adults and families.
- Occasionally lead group tours or more specialized tours as needed.
- Engage the museum's community by creating a welcoming, inviting, and relevant educational environment.

Administration (20%)

- Attend regular department meetings and trainings to further professional growth and development.
- Process retail gift shop sales following programs and tours.
- Collect participant attendance, program evaluations, and visitor surveys and metrics.

Qualifications: Who You are and Keys to Success

To be successful in this job you possess these four qualities:

- **Communicative and Collaborative:** You communicate well with others, including sharing context and asking questions to understand others' perspectives. You organize and share information effectively and listen closely to understand needs or concerns and take steps based on that input. You seek out and are able to hear, reflect, act on, and learn from feedback.

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- **Highly organized and detail-oriented:** You maintain and consult systems to prioritize tasks effectively, accomplish tasks efficiently, and follow through on all commitments.
- **Equity driven:** You recognize ways that race and other identities intersect in the work, especially with communities we serve. You are able to reflect on and empathetically describe the impact of one's own identities—and those of others—in a given situation, decision, or process, especially when delivering meaningful content, particularly around challenging subjects.
- **Adaptability, Problem Solving and Resilience:** You are always ready to take advantage of unexpected opportunities and address obstacles. You are able to make informed decisions quickly and under pressure while bouncing back from setbacks by turning each hurdle into a learning opportunity. You approach opportunities to work collaboratively with colleagues and community partners enthusiastically and flexibly, appreciating the wide variety of skills and experiences of all our stakeholders.

What Else you Should Know:

This is a part-time, hourly position based onsite at the Wyckoff House Museum in Brooklyn. Programs Facilitators can expect to lead up to four 90-minute lessons per week, scheduled with a minimum of 2.5 hour time commitments.

- Weekday programs are scheduled Monday-Friday between the hours of 10am-1:30pm.
- Ongoing weekend programs consist of Saturday museum tours, family programs, and occasional large-scale events, scheduled between 11am-3pm.

Availability is required for at least two weekday mornings starting at 8 hours per week.

Preference will be given to candidates who have availability on weekends, school vacations, and holidays to lead new and existing program initiatives.

Compensation: \$22 per hour.

How To Apply:

Research shows that women and underrepresented candidates often apply only when they meet every qualification. If you're passionate about our mission and believe you can contribute, we encourage you to apply—even if you don't meet every requirement.

To apply as an Inquiry & Learning Facilitator, please email your resume and letter of interest as a PDF attachment to jobs@wyckoffmuseum.org with the subject title **“WHM Programs Facilitator”** before **October 24th**.