



Programs Manager

The Washington Square Park Conservancy (WSPC) seeks a Programs Manager to oversee and build the organization's public programs and volunteer activities. This new staff member will be an important part of a small and dedicated team and will help in sustaining and expanding upon WSPC's recent growth of in-Park programs.

WSPC works with NYC Parks and neighborhood groups to ensure that Washington Square Park continues as a diverse and historical urban green space through engaging volunteers and raising funds to help keep the Park clean, safe and beautiful.

Reporting to the Executive Director or their designee, the Programs Manager will plan, organize, and execute Conservancy-sponsored programs at Washington Square Park for all age groups. The Programs Manager will work closely with WSPC and NYC Parks staff and directly with the Park community. The Programs Manager also may assist the Executive Director as needed with coordinating other community-supported programs at Washington Square Park or with any other tasks or projects to further WSPC's mission.

Responsibilities will include, but are not limited to:

- Developing and coordinating programs responsive to community needs and diverse Park users, including fitness, art, tours, environmental, etc. for kids, seniors, teens and young adults, and general audiences. Responsible for setting up the schedule, hiring instructors, securing permits, creating signups and handling check-ins, program set-up, and assessing programs through developing metrics and creating reports.
- Managing WSPC volunteers, including regular weekend clean-ups, Wednesday Weeders, Greeter-Guides, Photography, and Clean Team programs. Responsible for recruitment, training, and onboarding; communications, stewardship, and program metrics.
- Managing WSPC's Community Arts Grants program, including stewarding decision committee, creating and processing applications, processing paperwork, and stewarding grantees and assisting with their programs as needed.
- Coordinating with NYC Parks Playground Associate, assisting with program ideas and event structure, purchasing supplies, scheduling with internal/external participants, managing check-in, and overseeing program reporting and metrics.
- Managing seasonal program fellows, ensuring programs have sufficient coverage, and overseeing fellows training at the start of the season.

- Conducting outreach to local community organizations/businesses for program partnerships.
- Working with Executive Director to ensure WSPC's programs advance long-range goals.
- Working with all staff to ensure WSPC's programs strategy and the implementation thereof are designed with a Diversity, Equity, Access, and Inclusion (DEAI) mind-set, considering the wide diversity of the usership of Washington Square Park.
- Working with WSPC Community Relations Director to create program copy for WSPC's website, social media channels and program brochures and ensure signage is up at all Conservancy-sponsored programs.

Qualifications:

WSPC seeks an experienced self-starter who enjoys working with the public and is skilled in creating unique experiences for a wide scope of interests relating to public space, such as recreation, arts/culture, volunteering, and the environment.

- A minimum of 2-3 years of experience creating/executing public programs or in a public-facing or customer service role;
- Familiarity with recreation, arts/culture, fitness, volunteerism, etc;
- Flexibility and ability to work in a variety of work environments, indoors and outdoors in the Park;
- Able to use a variety of software, such as Google Suite, Microsoft Office, Eventbrite, both on a laptop and a mobile device;
- Frequently moves program materials such as WSPC's welcome wagon and signage weighing up to 30 pounds across the Park;
- The person in this position frequently communicates with program attendees and must be able to exchange accurate information in these situations;
- Must be able to remain in a stationary position for several hours at a time;
- Ability to participate and thrive in a busy, often chaotic Park environment;
- Excellent interpersonal and communication skills & capacity to interact with many people.

Expected salary range for this position is \$50,000 to \$55,000, based on experience and qualifications. Benefits include health, dental, and vision insurance, with the organization currently covering 100% of premiums for single coverage. In addition, new employees are eligible for 15 paid vacation days, sick days, and 11 paid holidays each year.

This position is currently hybrid, with several days a week in the office/Park and the remaining time working remotely. The schedule (including whether hybrid, in-person, or remote) may change at the discretion of the Executive Director. This position requires in-person attendance in Washington Square Park, with regular availability on weeknights and weekends.

WSPC is an equal opportunity employer and values the diversity of its staff. We encourage all qualified applicants to apply. We foster a culture that values teamwork, employee development, and respect for the team as well as all people who use the Park. We strive to create a workplace that reflects the energy and diversity of Washington Square Park.

Applicants should submit their resume and a letter detailing why they are interested in this position to hello@washingtonsqpark.org. Due to the high volume of resumes, we may not respond to all who apply. Applications accepted until the position is filled.