City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $60,000-$70,000 **Frequency:** ANNUAL
Business Title: Program Coordinator, Therapeutic Horticultural Services	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	**Number of Positions:** 1
Job ID: 219733	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction seeks a candidate to serve as a Program Coordinator for Therapeutic Horticultural Services within the Youthful Offender Programming Division. Under the direction of the Executive Director for Educational Services the selected candidate will focus on the coordination, expansion, implementation and support of therapeutic horticultural services for the adolescent and young adult inmate population. Typical duties for this position will include but is not limited to:

- Assisting with the coordination, expansion, implementation and support of therapeutic horticultural services for the adolescent and young adult inmate population at Rikers Island, most significantly at four facilities;
- Assisting with the development of strategies as well as short and long term goals related to the expansion of existing horticultural services to include the viability of areas conducive for the expansion, layouts, and requirements;
- Actively recruit, engage, and sustain partnerships with providers, agencies, nonprofits, and other institutions to further expand programming efforts, while serving as liaison to providers and the unit;
- Providing oversight of recruitment, clearances of adolescents and young adults required for the program, and orientation processes aimed to increase optimal participation in services;
- Coordinating and facilitating operation, in conjunction with Wardens, Deputy Wardens and all other relevant staff, special projects relevant to beautification of Rikers Island and other areas under the Department's purview;
- Assisting with the identification, interviewing, selection and training of uniformed staff members selected for horticultural services;
- Coordinating issuance of uniforms, footwear, maintenance of departmental vehicles, distributions of soil and compost, needed and required inspections by various units and agencies;
- Preparing, submitting and tracking of all purchase orders related to the program, including storage, distribution, etching of tools and equipment purchased by the unit, as well as the distribution of plants and natural material purchased annually for beautification purposes;
- Maintaining data and files on participation and programming efforts;
- Conducting and attending meetings with facility staff and all relevant parties;
- Preparing and submitting daily, weekly, monthly and quarterly reports for the unit/division;
- Coordinating efforts, preparing, submitting and tracking applications for all related access of staff members from providers, agencies, and partnering institutions;
- Assisting with special projects and assignments when necessary;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

Experience working with criminal justice involved populations including but not limited to individuals in correctional settings;
Experience working in the horticultural or agricultural field;
Proficient knowledge in best practices related to juvenile justice and at risk populations;
Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills;
Experience with developing programs for individuals within correctional settings;
MS Office Suite (Word, Excel, PowerPoint, Outlook) proficiency;
Master's degree in education, law, criminal justice, criminology, psychology, and other related fields will be a plus.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **219733**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **219733**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 4/25/16	**Post Until:** 5/10/16

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