



Horticulture Crew Leader

Background:

The HOPE Program is a leader among New York City job training providers, upskilling adult jobseekers (ages 18 - 70) for a broad range of sectors, including a focus on green construction, maintenance, infrastructure and related careers. We work with individuals facing deep structural barriers to employment, including histories with the criminal legal system, current and/or past homelessness, substance abuse disorders, low educational attainment and more. Our comprehensive approach includes classroom training, industry-recognized certifications, digital literacy and access, financial literacy and access, mental health support, case management, paid job training, and our signature "HOPE for Life" approach, which provides a vital community of support throughout the lives of HOPE graduates' careers. With measurable outcomes among the strongest in the industry, HOPE's impact sits at the intersection of COVID-19 recovery, racial justice, and building a more equitable future for New York City. [Our work is best described in the words of our graduates, such as Enrique.](#)

The Position: The HOPE Program will be hiring a Crew Leader who will work in the community as part of the horticulture crew providing garden care and during Intervine training programs, assist the Crew Supervisor and/or Project Manager, Intervine with the oversight of cohort crews at our training facilities, remotely teaching and in the field. The Crew Leader will report to the Project Manager, Intervine, and will have responsibility for assisting in outdoor work execution, holding participants accountable regarding soft skill development, and providing program staff with feedback regarding participants that need additional engagement.

Responsibilities:

- Supervise onsite work crew
 - Assist in leading/coordinating a field crew performing horticultural maintenance and installations
 - Assist in providing hands-on training and development of horticulture skills for both the transitional employment crew and training participants
 - Perform proper garden care and ensure crews adhere to instructions
 - Monitor progress of crew members and report any concerns to supervisors
- Operations
 - Troubleshoot logistical challenges and general conflicts as they arise
 - Driving vehicle to sites as needed
 - Vehicle care
 - Organization of vehicle to make sure team is prepared for jobsite
 - Report any vehicle issues immediately to supervisor and the Transitional Employment Operations Manager
 - Responsible for writing project work orders and sharing with crew members to collect the proper tools and supplies needed to perform work.

- Ensure the crews load/offload, clean and store supplies safely and orderly
 - Document status of job site and communicate improvements needed or issues to supervisor
 - Take photos of sites to document progress and save in the proper digital file
 - Administrative/Contract Help
 - Take attendance and follow up with participants
 - Update site maps
- Other duties as assigned

Background and Skills:

- Horticulturist/gardener with 1 or more years of hands-on experience maintaining urban green spaces, gardens, and urban farms
- Knowledge of green infrastructure design and implementation helpful
- Excellent communication and coordination skills
- Problem solver and excellent team player
- Ability to work independently and manage multiple projects at once
- Ability to perform physical labor outside in various weather conditions
- Valid NYS driver's license required; able to drive a cargo van in New York City
- Ability to work with and motivate adults of diverse backgrounds and abilities

Salary/Benefits: Salary is dependent upon experience. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); and 12 paid holidays.

Interested Candidates: Email cover letter, indicating what position you are applying for and where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

As the City of New York expands the COVID-19 Safety Requirement to employees of all contracted organizations, effective September 13th, 2021, all HOPE employees are required to provide one-time verification of vaccination or provide a weekly record of a negative test as evidence that they do not have a COVID-19 infection.

The HOPE Program is an equal opportunity employer.

www.thehopeprogram.org