

The ICG team is deeply committed to the mission, vision, and values of our nonprofit organization. Please become familiar with ICG's mission, vision, and values - they drive everything we do!

Program Administrator

Position Summary

The Program Administrator & Educator is a full time 34-40 hr/week, year round, permanent position, split between handling (~60%) ICG's program administration needs, providing administrative support for programs, events, and volunteer activities and serving as in-person educator in a substitute capacity for ICG's programs as needed. This position works in close collaboration with ICG's education team and reports to ICG's Operations Manager. A great deal of attention to detail and excellence in communication and organization are essential to success, as well as fluency in database management. The successful candidate will support the quality, impact, and growth of ICG programs and champion ICG's mission and vision.

Compensation for this position starts at \$17.50/hr and is based on experience. The position is benefits eligible. Benefits include health insurance, paid time off and other limited benefits. Candidates with diverse backgrounds and identities are strongly encouraged to apply. This position starts in January 2022. Applications will be accepted until the position is filled.

Job Functions & Responsibilities

- Provide responses to email and phone inquiries from program families including information sharing and problem solving, in a timely, professional, accurate manner
- Handle all aspects of summer camp registration
- Data tracking and organization for programs, including registration details, rosters, scholarship forms, immunization and medical forms, etc.
- Ensure all aspects of registration are complete, accurate, and up to date
- Manage wait lists, scholarships, and related communications
- Generate reports and provide clear and timely program information to team members
- Serve as receptionist to office visitors
- Support merchandise supplies management
- Serve as point person & primary coordinator for ICG's seasonal and bi-annual events
- Support event registration and provide logistical and planning support for events
- Support procurement for camps, events, and programs
- Communicate and coordinate with school and community groups related to scheduling and following up with field trips
- Serve as volunteer liaison and coordinator
- Handle staff scheduling of program educators
- Serve as assisting program educator in substitute capacity as needed

- Performs other duties consistent with the position to advance the mission of ICG, as assigned.

Supervises

- No Supervisory responsibilities

Experience and Skills

The Program Administrator and Program Substitute will be a highly motivated self-starter and will possess the following qualities and attributes:

- Culture-and mission-driven - passionate about ICG and supporting opportunities for all children to connect with nature.
- Excellent written and verbal communication skills
- Attention to detail and superb organizational skills
- Ability to work with diverse audiences and maintain a professional and warm demeanor.
- Ability to toggle between tasks and interruptions effectively
- Some experience or interest in working with children in established programs
- Competence with Microsoft Office or Mac, Google Docs, web-based databases and spreadsheets
- Demonstrated skill in teamwork and collaboration as well as ability to be self-directed
- Demonstrated commitment to anti-racism, and to supporting ICG in its goal to be an inclusive, multicultural, and anti-racist organization, authentically welcoming to all.

Requirements

- High school diploma and 2 years related experience or Associate's or Bachelor's Degree in related field

To Apply

Applications will be accepted until the position is filled. Please email your resume and cover letter to richard@ithacachildrengarden.org with "Program Administrator" in the subject line. Cover letters can be addressed to Richard Lansdowne, Operations Manager.

In your letter, please speak directly to your experience as it relates to the duties of and qualifications required for this position, and interest in working with Ithaca Children's Garden, and be prepared to discuss your commitment to anti-racism, equity, inclusion, and access.

If you require any assistance or accommodations to successfully submit your application, please contact us as soon as possible so that we may have the opportunity to assist you.

ICG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state, or local law, where applicable.

What to expect once you apply*

Our team is ICG's greatest asset; we want to find the candidate who is the best fit for organizational goals and is a complement to our existing team. We know interviews can be awkward, artificial interactions that don't always help candidates shine; we also know that the skills for a successful interview are not necessarily congruent with the skills needed to shine in the job. So, we share with you here what to expect so all applicants have an opportunity to prepare themselves for the most successful interview possible. We hope having this outline will help put you at ease through the selection process.

[Application & Interview process](#)

MISSION

Connecting children to nature to create a more beautiful, resilient, and just world.

VISION

Our vision is that every child has the basic human right to play, learn, and grow outdoors, and develops a life-long relationship with the living world.

VALUES

1. CHILD-CENTERED by employing playwork philosophy and practice and embracing the 4 core values of the Circle of Courage: independence, mastery, belonging, and generosity to foster positive youth development.
2. INCLUSIVE, SAFE, and committed to becoming a MULTICULTURAL organization that challenges racist power structures.
3. COLLABORATIVE by partnering with community agencies, individuals, and other field leaders to develop synergies and build on collective strengths.
4. INNOVATIVE by continuous development, evaluation, learning, reflection and improvement in our work, bringing a spirit of positivity in all things.

5. ECOLOGICALLY- CENTERED by practicing and demonstrating ecologically sensitive methods of land-care and people-care and interpreting the benefits of such practices to visitors and program participants.

We appreciate when candidates become familiar with ICG's mission, vision, values, programs, and ethos. Learn more at <https://www.ithacachildrengarden.org/about-icg/#meet-icg>.