

ACCEPTING APPLICATIONS

Trailside Museums & Zoo, Bear Mountain State Park Bear Mountain, New York

TITLE: Park & Recreation Aide 6/**Office Manager & Facility Assistant**

PAY RATE: \$20.33/hour with yearly raise, 1.48 hr. location pay with min 1520 hours worked

BENEFITS: Option to join NYS Retirement System, CSEA employee union & Health Insurance

TYPE OF APPOINTMENT: Long-term Seasonal Year-round

TRAILSIDE MUSEUMS & ZOO: Trailside is located along an original section of the Appalachian Trail. Founded in 1927, it is the first self-guided nature trail established to guide visitors in learning about local ecology, geology and history. Trailside began with an innovative founding vision: ***"the best way to learn about nature is to be in nature and the best way to enjoy nature is to have a friendly, knowledgeable voice as your guide"***. To this day, little signs along the trail tell local natural history stories. For nearly 100 years, Trailside has been led by scientist directors and a small staff caring for non-releasable native wildlife and the landscape, museums, visitors and programming. Trailside continues to evolve in exhibit expansion and animal policy, interpretive programming, native plant landscaping, and philosophy.
<https://www.trailsidemuseumsandzoo.org/>

DUTIES AND RESPONSIBILITIES: This is a hybrid position, under the supervision of the Trailside Director, with both office and general facility duties at Trailside Museums and Zoo in Bear Mountain State Park. Office Manager responsibilities include: payroll, hiring, and HR duties; oversee purchasing processes; donation management and small-scale fundraising; social media, website management, and other outreach; support for the zoo's different volunteer groups. Facility Assistant responsibilities include: development and production of museums exhibits, displays, and signs; general maintenance support; zookeeping support; on trail education and interpretation and event support; additional tasks as assigned.

OPERATING NEEDS: Qualified candidates must possess a BA/BS or higher degree from an accredited college or university. They must demonstrate the ability to manage multiple office tasks, communicate well and work effectively with staff, volunteers and the public. Must be a self-starter with a high level of self-motivation and ability to work independently and in a team. They should bring a willingness to anticipate the needs of the facility and work proactively to help bridge gaps. Interest in local ecology, biology, and history a plus. They must possess excellent written and verbal communication skills, and strong computer skills. Experience or knowledge base in graphic design, environmental science, environmental/outdoor education, and/or animal care is preferred, demonstrated interest and willingness to learn is required. They must be physically able to perform light to medium physical labor. Must possess a valid driver's license for operation of state vehicles.

SCHEDULE: Work schedule is Tuesday-Saturday, 8 hours per day. Trailside is open 363 days a year, closed on Thanksgiving day and Christmas day. Candidate will be expected to work the other non-major holidays if they fall on a scheduled work day. Schedule subject to change due to the needs of the site's operations.

START DATE: expected start in February, 2024

APPLICATION PROCEDURE: Complete a NY State OPRHP Employment Application (available online at or in all park offices). <https://parks.ny.gov/regions/palisades/default.aspx> Submit electronically along with your resume and cover letter, including three work references, to Dr. Edwin McGowan, Director of Trailside Museums and Zoo and Science, edwin.mcgowan@parks.ny.gov or by mail to PO Box 427, Bear Mountain, NY 10911.

"Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov."

New York State Office of Parks, Recreation and Historic Preservation is an equal opportunity, affirmative action employer. Trailside is a smoke & drug free workplace.

Posting Date: 1/26/24

Application Deadline: 2/9/24