

VACANCY ANNOUNCEMENT
SEASONAL NATURE MUSEUM ASSISTANT COORDINATOR

The following seasonal vacancy is announced in the Palisades Region of the New York State Office of Parks, Recreation and Historic Preservation:

TITLE: Park & Recreation Aide 4/Nature Museum Assistant Coordinator

HIRING RATE: \$18.49/hour, 40 hours/week, schedule varies and may include evenings, weekends & holidays. Free housing in a rustic cabin to share with another nature museum educator. Responsible for your own meals, transportation, laundry & housekeeping. Internet and cell phone capabilities are limited.

LOCATION: Regional Nature Museums, Harriman State Park, New York (Tiorati, Stahahe, Kanawauke, Twin Lakes)

TYPE OF APPOINTMENT: Temporary/Seasonal. Start Date: June 3, 2024, End date: August 28, 2024

DUTIES & RESPONSIBILITIES: Under the supervision of the Coordinator of the Nature Museums, the incumbent will serve as one of two co-directors at a nature museum in Harriman State Park, while also providing program support and assistance to the coordinator. Nature Museum duties: design, create, maintain, and interpret living and static exhibits for a small nature museum; collect and care for native reptiles, amphibians, and fish under the direction of zookeeping personnel from Trailside Museums & Zoo; conduct museum tours and nature programs for children of all ages. Assistant coordinator duties: as assigned by the Coordinator, the incumbent will serve as a resource to the other museum staff by providing exhibit feedback, education programming assistance, and overall support where needed. Will assist the coordinator in pre-season set-up and planning, as well as post-season cleanup. The incumbent will maintain a safe and welcoming environment where all people are valued and encouraged; establish and cultivate a collaborative and respectful relationship with the other staff and Coordinator; perform light facility maintenance; and dress appropriately, report to work punctually and work diligently. Incumbent will receive training in outdoor education. Duties may be performed in different areas of a very large park. Knowledge of video production and creative abilities are a plus. Learn more at: [YouTube](#), [Regional Museums Website](#), or by visiting us on [Facebook](#)

OPERATING NEEDS: A current college student or graduate in environmental science/studies, natural history, science education, outdoor/environmental education, ecology or related field. Experience in nature center or nature education may be substituted for the above. Applicant must have experience with animal care and/or education. Experience with outdoor education, museum/nature center work, or DEC project WET/WILD trainings preferred. Working knowledge of flora and fauna, ability to work with youth of diverse backgrounds, and ability to handle and collect small animals. Applicants must possess a strong work ethic, be flexible and eager to try new adventures. Applicants must be willing work and live in an area with limited telephone communication and internet, and be an independent, productive and responsible individual. Candidates must be physically able to perform medium physical labor and work with staff in a collaborative environment. Applicants must be at least 19 years of age; have a valid driver's license, and be available to work weekends and holidays. **Transportation within the park is the responsibility of the applicant. Work-related mileage within the park will be reimbursed.**

To Apply: Complete a NY State OPRHP Employment Application (available in all park offices or online at [Palisades Region \(ny.gov\)](#)). Submit electronically along with your resume and cover letter, including three work/professional references with addresses, phone numbers and/or email addresses to Chris O'Sullivan at Chris.Osullivan@parks.ny.gov. Applications are reviewed as received.

"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. Harriman State Park Regional Nature Museums are under the direction of Trailside Museums and Zoo.

Posting Date: 2/2/2024

Application Deadline: Positions filled on rolling basis, applications not accepted after 5/1/2024