



VACANCY ANNOUNCEMENT

<u>TITLE/GRADE:</u>	Parks & Recreation Aide 4 – Nature Museum Assistant Coordinator / SG-NS
<u>HOURLY HIRING RATE:</u>	\$18.49/hr
<u>WORK LOCATION:</u>	Harriman State Park Regional Nature Museums: Harriman State Park, New York (Tiorati, Stahahe, Kanawauke, Twin Lakes)
<u>REGION:</u>	Palisades
<u>NEGOTIATING UNIT</u>	CSEA, NU03 – Operational Services Unit
<u>TYPE OF APPOINTMENT:</u>	Temporary, Full-time Start Date: June 2, 2025 - August 29, 2025
<u>WORK SCHEDULE:</u>	40 hrs/wk; Variable schedule which may include evenings, weekends, and holidays

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Coordinator of the Nature Museums, the employee 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. The successful candidate will receive training in outdoor education.

Nature Museum duties:

- Design, 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 patrons of all ages.

Assistant Coordinator duties:

- As assigned by the coordinator, the employee will serve as a resource to the other museum staff by providing exhibit feedback, education programming assistance, and overall support where needed.
- Assist the coordinator in pre-season set-up and planning, as well as post-season cleanup.
- The employee will maintain a safe and welcoming environment by establishing and cultivating a collaborative and respectful relationship with the regional staff and coordinator.
- Perform light facility maintenance.
- Maintain a safe, professional, and welcoming environment.
- Duties may be performed in different areas of a very large park.
- Adhere to the agency's Code of Conduct Policy and ensure compliance with all guidelines, policies, and procedures in the performance of daily tasks.

MINIMUM QUALIFICATIONS:

There are no minimum qualifications per Civil Service.

OPERATIONAL NEEDS:

- Must possess and maintain a valid driver's license that allows the candidate to legally operate a motor vehicle in New York State as a term and condition of employment.
- A current college student or graduate in Environmental Science/Studies, Natural History, Science Education, Outdoor/Environmental Education, Ecology or related field.

- Experience in a nature center or nature education may be substituted for the above.
- Working knowledge of local flora and fauna.
- Ability to handle and collect small animals.
- Knowledge of video production along with the ability to be creative is preferred but not required.
- Applicants must possess a strong work ethic, be flexible and eager to try new adventures.
- Applicants must be willing to work in an area with limited telephone communication and internet.
- Must be available to work weekends and holidays.

BENEFITS:

This position has the option to join the NYS Employee’s Retirement System and may be eligible for health insurance, dental and vision coverage as well as the opportunity for paid time off in the form of vacation, sick, personal and holiday leave after time and service requirements has been met.

APPLICATION PROCEDURE:

Complete a NY State OPRHP Employment Application, available in all park offices or online using the below link or QR code. Submit electronically along with your resume and cover letter, including three work/professional references with addresses, phone numbers and/or email addresses to Ryan Gerbehy at Ryan.Gerbehy@parks.ny.gov. Applications are reviewed as received.

<https://parks.ny.gov/documents/employment/FillableUpdatedParksEmployeeApplicationS1000Part1Palisades.pdf>

or scan the QR code below.



All qualified persons are invited and encouraged to apply.

It is the responsibility of each applicant to accurately describe their experience and demonstrate that they meet the minimum qualifications and agency operating needs.

POSTING DATE: January 23, 2025

APPLICATIONS ACCEPTED UNTIL: May 1, 2025

An Equal Opportunity/Affirmative Action Agency