



2022 SEASONAL JOB OPPORTUNITY

MINNA ANTHONY COMMON NATURE CENTER

POSITION: Visitor Services Assistant

ABOUT THE NATURE CENTER

The Minna Anthony Common Nature Center was established in 1969, and has served the community through environmental education for over fifty years. We are widely known within the Thousand Islands for our school field trips, special events, and picturesque trails along the St. Lawrence River. Wellesley Island State Park, in which the Nature Center is located, is home to one of the largest campground facilities within New York State Parks.

ABOUT THE POSITION

The *Visitor Services Assistant* provides a welcoming atmosphere at the Nature Center through friendly customer service and building upkeep. This position is responsible for creating a positive image of New York State Parks and ensuring a quality front line experience for Wellesley Island State Park camping patrons, day-use visitors, tourists, summer residents, and locals alike. July and August are our busiest time of year, with an average of three thousand visitors a month.

SPECIFIC RESPONSIBILITIES

1. Staff Nature Center's front desk: greet and assist visitors, provide Park information, answer phone, take messages, preregister patrons for programming, check-in patrons and volunteers.
2. Lead scheduled and impromptu Nature Center exhibit tours.
3. Learn about and describe Park amenities, trails, programs, and membership.
4. Operate cash register to collect program fees and process gift shop transactions.
5. Monitor gift shop by reorganizing, re-stocking, and cleaning as needed.
6. Reset educational hands-on exhibits throughout Nature Center.
7. Maintain bathrooms and upkeep Nature Center cleaning protocols.
8. Print and restock promotional materials (i.e. trail map, calendar of events, brochures, flyers etc.)
9. Log accurate visitor attendance records.
10. Provide administrative support for Nature Center Director and staff on special projects as needed.

PREFERRED SKILLS

1. Experience with basic gardening
2. Interest in native plants, pollinators, or composting
3. Friendly and courteous
4. Professional attitude and demeanor
5. Attention to detail
6. Ability to work weekends
7. Ability to work outdoors in all weather conditions
8. Ability to lift up to 40 lbs
9. Ability to hike at least one-half mile over varied terrain
10. Ability to assist with maintenance work
11. Comfortable interacting with the public
12. Comfortable working around animals (live animal exhibits, leashed dogs, wildlife)
13. Valid driver's license

WORKING CONDITIONS

The Visitor Services Assistant works primarily indoors at the Nature Center's front desk, guiding exhibit tours, and is responsible for keeping the exhibits and building clean. They will facilitate opening the Nature Center at 9:00 a.m. and closing at 3:00 p.m.

DATES, HOURS, AND COMPENSATION

This is a summer seasonal position. Start and end dates are flexible, with the possibility of starting as early as April and ending as late as October. Staff work 40 hours a week, 7:30am–4:00pm. A typical workweek is Wednesday through Sunday. Compensation starts at \$13.20 per hour.

TO APPLY

Applications will be accepted on a rolling basis starting in January. To apply, please download an [Employment Application online](https://parks.ny.gov/employment) (parks.ny.gov/employment), and email completed application to WellesleyIslandStatePark@parks.ny.gov. Cover letter and resume is optional. As the subject line of your email, please write "Last name, First name: Visitor Services Assistant." If you have any questions, feel free to speak with the Nature Center Director at (315) 482-2479.