



2022 SEASONAL JOB OPPORTUNITY

MINNA ANTHONY COMMON NATURE CENTER

POSITION: Maintenance 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 *Maintenance Assistant* is responsible for trail maintenance and groundskeeping within the Nature Center campus. We have nine miles of hiking trails. This position also performs custodial and general repair duties within the Nature Center building. The best candidate should have a good work ethic and experience using and maintaining equipment such as lawn mowers, tractors, and weed eaters. Previous experience in maintenance, trail work, or groundskeeping is preferred.

SPECIFIC RESPONSIBILITIES

1. Mow lawns and weed-eat grass surrounding Nature Center and trails.
2. Clear fallen branches, down trees, and debris from trails.
3. Report conditions on the trails, such as hazardous trees and washed-out bridges.
4. Repair trail amenities (boardwalks, bridges, signage) as needed.
5. Assist with opening, closing, and cleaning Nature Center building (exhibits, floors, bathrooms, kitchen, trash and recycling).
6. General repair and maintenance of Nature Center building as needed.
7. Service and maintain tools, equipment, and vehicles (i.e., mowers, tractors, gators, weed eaters)
8. Keep garage and storage yard clean and organized.
9. Assist staff with projects.
10. Greet passerby Park patrons and provide information on Nature Center and trails as interest dictates.

PREFERRED SKILLS

1. Experience with building and grounds maintenance.
2. Ability to use power and hand tools effectively
3. Experience in maintaining equipment and machinery
4. Professional attitude and demeanor
5. Courteous and friendly
6. Attention to detail
7. Ability to work weekends
8. Ability to work outdoors in all weather conditions
9. Ability to lift up to 50 lbs
10. Ability to hike at least two miles over varied terrain
11. Ability to perform manual labor up to 8-hours per day
12. Comfortable interacting with the public
13. Comfortable working around animals (live animal exhibits, leashed dogs, wildlife)
14. Valid driver's license

WORKING CONDITIONS

The Maintenance Assistant works both indoors and outdoors in all weather conditions. Several different tasks are often carried out in a single day, and at various locations. Work may be strenuous and/or physically demanding – heavy lifting, pushing, pulling, or hiking for long periods of time. To prevent accidents, the Maintenance Assistant is required to follow health and safety protocols.

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: Nature Center Maintenance.” If you have any questions, feel free to speak with the Nature Center Director at (315) 482-2479.