

Seasonal Maintenance/Groundskeeping at Crown Point State Historic Site

DUTIES: Under the direction of the Historic Site Manager and Maintenance Supervisor, the selected candidate will be involved in every aspect of park maintenance, both skilled and semi-skilled areas. The incumbent will perform building and ground maintenance and cleaning activities. Experience operating tractors, trimmers and UTVs. Incumbent will assist in performing semi-skilled maintenance and repair activities in a variety of trades such as painting, carpentry, and mechanical repairs. May participate in support of public events as operationally needed.

MINIMUM QUALIFICATIONS: Applicants must have previous experience and training in various semi-skilled trades including basic carpentry, painting and general mechanical maintenance. Applicants must be physically able to perform medium to heavy physical labor. Must be willing to work outdoors in various weather conditions. Must be able to communicate well with other staff and park patrons.

OPERATIONAL NEEDS:

- Have or be willing to complete First Aid, CPR and AED certification
- Ability to communicate in writing and to read and comprehend written material
- Ability to interact in a respectful and courteous manner while on site with patrons and staff
- Applicants must be at least 18 years of age and ideally possess a valid New York State Driver's License
- Work schedule will be Mon-Fri 7:00 am to 3:30 pm. One Saturday a month will be substituted for a weekday, hours 8am – 4p, notice provided at least a month ahead. June- September. We are willing to consider partial coverage as well!

It is the responsibility of each applicant to accurately describe his or her experience and demonstrate that he/she meets the minimum qualifications. If you are interested in being considered for this vacancy, please contact the site @ 518-597-4667. All qualified persons are invited and encouraged to apply.

Visitor Services and Special Events at Crown Point State Historic Site

DUTIES:

- Under the direction of the Historic Site Manager and Museum Manager, work at museum reception desk, greeting visitors, taking admission and answering general questions. Operation of the cash register, credit card machine, and point of sale system required, in order to track admission and merchandise sales. Tracking attendance and revenue throughout the day and reporting in system.
- General historical knowledge about the site and area, to answer public queries and provide accurate information.
- Assists in answering the telephone, directing calls appropriately, or generally assisting callers and following up.
- The incumbent also assists with special events and public programming by answering questions, assisting directions and set up and tear down of signage, refreshments, seating, etc.
- Assist with group visitation, pavilion reservations and special museum appointments.
- Must have excellent customer service skills and the ability to act as a professional representative for the NYS Parks system.
- Assist with museum and site cleaning as needed to maintain appearance and cleanliness of site.

MINIMUM QUALIFICATIONS: Applicants must be comfortable exchanging money and accurately recording information in Microsoft and State software. Candidates must be able to manage multiple tasks, and communicate well with other staff and park patrons. Must be willing to pitch in and help as priorities shift throughout the day. Enjoy working with people and an interest in history and education is a plus.

OPERATIONAL NEEDS:

- Ability to provide excellent customer service and an awareness of this as a 'public first' position
- Ability to communicate in writing and to read and comprehend written material; ; ability to count and verify funds at start and end of shift
- Ability to interact in a respectful and courteous manner while on site with patrons and staff
- Comfortable with using a point-of-sale system and troubleshooting
- Have or be willing to complete First Aid, CPR and AED certification
- Applicants must be at least 16 years of age and possess a valid New York State Driver's License
- Coverage needed Friday – Sunday, 9:15am – 5:15pm, holidays and special events. We are willing to consider partial coverage as well!

It is the responsibility of each applicant to accurately describe their experience and demonstrate that they meet the minimum qualifications. If you are interested in being considered for this vacancy, please call @ 518-597-3666 with questions or to send a resume. All qualified persons are invited and encouraged to apply.