

SARATOGA/CAPITAL DISTRICT REGION
VACANCY NOTICE

TITLE: Park and Rec Aide 4 – Museum and Visitor Services

PAY RATE: \$12.50

LOCATION: Crown Point State Historic Site, Crown Point, New York

JURISDICTIONAL CLASS: Non-Competitive

NEGOTIATING UNIT: CSEA (Operational Services Unit)

TYPE OF APPOINTMENT: Seasonal, May 28, 2021 thru October 18, 2021

DUTIES AND RESPONSIBILITIES:

Under the direction of the Historic Site Manager Reception desk, greeting visitors and assisting them appropriately. Including operating the cash register, credit card machine, and having knowledge about merchandise and general information.

General historical knowledge about the site and area, in order to answer questions and provide further education.

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. The incumbent will assist the Site Manager in planning and delivery of special events both historically themed and modern performing arts.

The candidate will assist in general event set up and take down of tents, tables, chairs and other necessary equipment as operationally needed.

Assist with groups, reservations and museum appointments.

Must have excellent customer service skills and the ability to act as a customer service contact.

Assist with museum upkeep and patron site assistance as needed.

MINIMUM QUALIFICATIONS: Applicants must have experience using computers and Microsoft and Adobe software programs. Candidates must be able to manage multiple tasks, and work well with the general public as a member of the Site team. Must be willing to work outdoors in various weather conditions and be able to communicate well with other staff and park patrons.

OPERATIONAL NEEDS:

-- Provide excellent customer service

-- Have or be willing to complete First Aid, CPR and AED certification

-- Advanced computer skills

-- Ability to communicate in writing and to read and comprehend written material

-- Applicants must be at least 18 years of age and possess a valid New York State Driver's License

-- Work schedule will be Friday and Saturday 9 am to 5:00 pm, hours slightly adjusted as needed according to visitor needs and events

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 submit your application or resume to **Lisa Polay Crown Point State Historic Site 21 Grandview Drive, Crown Point, NY 12928** If you have any questions concerning the position, please contact Ms. Polay @ 518-597-4666. All qualified persons are invited and encouraged to apply.

POSTING DATE: May 25, 2021 APPLICATIONS ACCEPTED UNTIL: July 2, 2021