

ACCEPTING APPLICATIONS

Washington's Headquarters State Historic Site Newburgh, New York

TITLE: Park & Recreation Aide 2/ Maintenance

PAY RATE: \$16.61/hour, 20 hours/week, including weekends and holidays

BENEFITS: Option for health insurance and to join CSEA employee union and State Retirement System

TYPE OF APPOINTMENT: Part Time, Seasonal -- May thru November (with possibility of extension)

LOCATION: Washington's Headquarters State Historic Site, 84 Liberty Street, Newburgh, New York

Washington's Headquarters State Historic Site is the nation's first publicly owned historic site. It was in the Hasbrouck family's Dutch style farmhouse that General Washington, along with his wife, Martha, his aides, guards, servants and slaves, spent the most time they had at any military headquarters. Their stay would last 16 ½ months, beginning in April of 1782 and ending in August of 1783 as the Revolutionary War was drawing to a close. During that time the General created the forerunner to the Purple Heart, announced the cease-fire that ended the Revolutionary War, developed his response to the Newburgh Conspiracy and much more.

DUTIES AND RESPONSIBILITIES: Under the supervision of higher-level personnel, duties will include assisting with grounds and general maintenance, janitorial and additional tasks as needed.

As maintenance staff, work may include snow removal, lawn and plantings care, restroom cleaning, vacuuming, trash removal and assisting with custodial tasks. Additional tasks will include running errands, replacement of supplies, and setting up special event equipment.

Ability to communicate, both orally and in writing, in order to keep supervisory and other appropriate staff fully informed of suggestions, progress and problems in all areas. Performs job tasks in a responsible, reliable and efficient manner. Also, will be expected to participate in site meetings and agency trainings as required. Performs other tasks, as needed.

The position will require work on weekend days and some holidays and may occasionally entail schedule adjustment to assist with evening or other hours depending upon special events or special needs.

OPERATIONAL NEEDS: Applicants must be physically fit to perform medium physical labor. Applicants must have an interest in or experience with small engine equipment such as mowers, blowers, trimmers, etc. Applicants must be able to represent the site in a respectful manner, work independently as well as part of a team, communicate orally (in person and on the telephone) with the public, park patrons and other staff. **Must be at least 17 years old, have a valid driver's license, and be available to work weekends and holidays.**

SCHEDULE: The work schedules are anticipated to be approximately 20 hours per week. Work schedule is determined upon hiring and is subject to change due to the needs of the site's operations. Weekends, as well as some holidays are required.

APPLICATION PROCEDURE: Complete a NY State OPRHP Employment Application (available at the site and in all park offices or online at <https://parks.ny.gov/regions/palisades/default.aspx>). Submit along with work references, to Elyse Goldberg, Historic Site Manager, Washington's Headquarters State Historic Site, PO Box 1783, Newburgh, NY 12551, or email to elyse.goldberg@parks.ny.gov.

Posting Date: 4/5/23

Application Deadline: 4/26/23

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Washington's Headquarters State Historic Site is an equal opportunity, affirmative action employer of the New York State Office of Parks, Recreation, and Historic Preservation.