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## Seasonal Position: WTEC Camp Caretaker

The New York-New Jersey Trail Conference is seeking a Camp Caretaker to live at the Welch Trail Education Center on Lower Twin Lake, in Harriman State Park, New York. The Caretaker would live at the camp full-time from May 1 through October 26. The ideal camp caretaker should lead by example, serve as a point of contact/staff liaison for corps members, perform simple maintenance tasks and inform the Trail Conference of larger maintenance concerns while ensuring adherence to agreed-upon house rules by all who reside at camp.

The Welch Trail Education Center consists of a large dining hall, nine cabins, a shower house, which are utilized by Trail Conference AmeriCorps Members. The Caretaker's cabin has a bedroom with queen size bed, one bath, and a living room. There is one additional bedroom. There is a stipend of \$666.67 per month. Pets will be considered on a case-by-case basis.

### Responsibilities:

- Maintain full-time (7 nights a week) residence at the WTEC Camp between the dates of May 1 and October 25 (off-time should be requested well in advance with the Conservation Corps Manager).
- Maintain regular contact and communication with NY Conservation Corps Assistant, providing weekly updates/reports regarding any incidents/concerns associated with the property, maintenance needs or deficiencies, work performed, and any other relevant information.
- Maintain regular contact and communication with the Conservation Corps Manager regarding personnel issues/concerns. Document and complete Incident reports as issues arise (submit a form and discuss the protocol with the Conservation Corps manager).
- Ensure compliance with house rules by all users including self.
- Complete and turn in Group Camp Attendance Forms to Harriman State Park and Corps Assistant every week.
- Serve as a point of contact, as needed, to authorized overnight users of the Camp, approved by the Conservation Corps Assistant.
- Ensure regular cleaning and minor maintenance of the buildings and grounds as directed by the Conservation Corps Assistant. The shared living spaces shall be kept clean and presentable at all times.
- Monthly inspection of Fire extinguishers, smoke alarms, and Carbon Monoxide detectors.
- Monthly inspection of emergency lights in the main hall and kitchen.
- Weekly check on propane tanks.
- Weekly inspection of exit signs, and check that all doors swing outward in the direction of egress and routes are unobstructed to exits.
- Monitor the grounds by conducting a weekly patrol of the property to deter vandalism, theft, or inappropriate uses of the property and call for the assistance of Park Police, local authorities, and Conservation Corps Assistant as needed.
- Assist in opening and closing activities of WTEC camp.
- Prepare for power outages and lead emergency situations.
- Support the Corps Assistant with the procuring of supplies including assisting with the household supply list.

**Qualifications Required:**

- Driver's license with acceptable driving history
- Pass criminal background and national sex offender check.
- Use of reliable personal vehicle to and from job sites.
- Meets one of the following Citizenship requirements:
  - Citizen, permanent resident alien, or nationals of the United States
  - Non-citizens who are eligible under federal law for unrestricted employment

**Skills and Experience Preferred:**

- Maintenance skills are desired but not required.
- Management experience with strong leadership skills is preferred.
- Strong organizational skills.

**Employment Opportunities**

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

**About Us**

For more information about the New York-New Jersey Trail Conference, please visit <https://www.nynjtc.org/about-us>