



Connecting People with Nature since 1920

600 Ramapo Valley Road • Mahwah, NJ 07430 • T 201.512.9348 • F 201.512.9012 • www.nynjtc.org

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 27 and serve as a point of contact to the Conservation Corps members living at the camp. The position comes with a \$500/ per month stipend. The ideal camp host would inform the Trail Conference of any 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, and 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 living room.

Responsibilities:

- Maintain full-time residence at the WTEC Camp between the dates of May 4 and October 27.
- Maintain regular contact and communication with Corps Program Coordinator, providing weekly updates/reports regarding: any incidents/concerns associated with the property, maintenance needs, and any other relevant information.
- Provide for the safe residence of Corps Members and other authorized transient users including maintaining a log of monthly monitoring and maintenance of smoke detectors and fire extinguishers and propane tanks, inspection of exit signs, emergency lights, and check that all doors swing outward in the direction of egress and routes are unobstructed to exits. Weekly, Clean dryer lint trap on outside of bathhouse.
- Greet and orient to the Camp facilities, and serve as a point of contact, as needed, to authorized transient users of the Camp as approved by the Corps Program Coordinator.
- Operate generator during power outages responsibly and maintain fuel supplies required for operation.
- Ensure regular cleaning of the buildings and grounds by working with the Corps Program Coordinator to carry out assigned "house responsibilities" to be followed by the Corps Members.
- Monitor the grounds and report inappropriate uses of the property Harriman State Park, local authorities, and/or the Corps Program Coordinator as needed.
- Assist in opening and closing activities of WTEC camp. Assist with key distribution and collection.
- Provide at least 14-day notice to Corps Program Coordinator of any planned absences from property for three or more consecutive days for vacations, etc.; emergency absences will be dealt with as needed.

Qualifications Required:

- Driver's license with acceptable driving history
- Pass criminal background and national sex offender check.
- Use of reliable personal vehicle.
- 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 desired but not required.
- Management experience with strong leadership skills preferred.
- Strong organizational skills.

Application:

To apply, please submit the following items via email attachments (start all file names with your last name) to jobs@nynjtc.org, subject line: WTEC Camp Caretaker: *"Your Last Name"*. All application materials will be kept confidential.

1. A professional resume.
2. A cover letter addressing your interest and qualifications.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately. No calls, please.

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>