



CATSKILLCENTER
conservation creates opportunity



Catskill Interpretive Center Visitor Services Associate

The Catskill Center for Conservation and Development seeks a part-time Visitor Services Associate to assist with the operation of the Maurice D. Hinchey Catskill Interpretive Center in Mount Tremper, NY.

About the Catskill Center

The Catskill Center for Conservation and Development (Catskill Center) preserves and enriches the environmental, economic and cultural well-being of the Catskill region through collaboration, inspiration and stewardship. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources.

Since its founding in 1969, the Catskill Center has partnered with regional organizations and local and state governments to develop a wide variety of programs and initiatives, playing a pivotal role in balancing the preservation of the region's natural beauty and environmental integrity with a commitment to advancing sustainable economic development within the counties and communities of the Catskills.

For more information about the work of the Catskill Center, visit www.catskillcenter.org.

About the Maurice D. Hinchey Catskill Interpretive Center

The Maurice D. Hinchey Catskill Interpretive Center (CIC) is the gateway to the Catskills for visitors and residents alike and serves as the Catskill Park's visitor center. Located on Route 28 in the hamlet of Mount Tremper, the CIC is managed by the Catskill Center for Conservation and Development (Catskill Center) in partnership with the New York State Department of Environmental Conservation (DEC). Its mission is to help visitors learn about the natural, recreational, cultural, agricultural and historical resources of the Catskills. The CIC offers interpretive exhibits, a gift shop featuring locally themed books and souvenirs, fully accessible nature trails, and year-round events for all ages and interests.

For more information, visit www.catskillinterpretivecenter.org.

Job Description

The Visitor Services Associate will assist the CIC Director in the operation of the CIC. This is an entry-level, part-time position, not to exceed 20 hours per week.

Under the supervision of the CIC Director, the Visitor Services Associate will:

- Welcome visitors to the CIC
- Assist visitors with trip planning – provide local area information, recommendations and directions, and guide them to relevant maps and travel brochures
- Maintain familiarity with Catskill regional events, locations, recreation, food, and lodging opportunities and resources
- Operate the CIC gift shop – handle sales, restock shelves, maintain inventory
- Assist the CIC Director with event planning and promotion
- Operate the CIC during small events, handling setup and breakdown as needed
- Answer phone and respond to email requests for information
- Keep the CIC building and outdoor spaces neat and organized (straighten displays, restock brochures, etc.)
- Open and close the CIC building
- Complete other tasks as requested

Qualifications and Experience:

The Catskill Center seeks a self-motivated individual who is passionate about exploring the nature, history and culture of the Catskills and sharing that knowledge with others. Training will be provided, but applicants should have a general familiarity with the Catskills – what there is to do, how to get around, etc. The applicant must enjoy interacting with the public and be comfortable using modern technology. The applicant may be required to work evenings and weekends on a semi-weekly basis and/or occasional holidays. Applicant preferences and availability will be taken into consideration for scheduling.

An ideal candidate will bring the following professional experience and personal characteristics:

- Prior retail store or visitor center experience
- Boundless energy, with an outgoing and positive personality
- The ability to work well both independently and as part of a collaborative team
- Excellent written and verbal communication skills, with careful attention to detail
- Personal interest and experience in outdoor recreation (hiking, biking, fishing, birdwatching, etc.)

This is an entry-level, Regular Part-Time position with a very pleasant working environment. The hourly rate is commensurate with experience, not to exceed \$15 per hour.

The Catskill Center is an Equal Opportunity Employer and is committed to workplace diversity and inclusion.

A complete application includes: a cover letter which includes a statement of applicant's schedule availability and preferences, a resume, and three references. To apply, please e-mail a complete application to jobs@catskillcenter.org

Please no phone calls, faxes or in-person resume drop-offs. Please reference where you saw this posting in your cover letter.

Applications will be reviewed until the position is filled.