

VACANCY NOTICE

EMPLOYMENT OPPORTUNITY IN THE FINGER LAKES REGION OF THE NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION

TITLE: Parks and Recreation Aide 6 - FORCES Program Specialist (Finger Lakes Region)

HIRING RATE: \$14.38 hour

Full-time, 40 hours per week

Includes health, dental and retirement benefit option

TYPE OF APPOINTMENT: Seasonal

DURATION: April 1, 2018- March 31, 2020

WORK LOCATION: Finger Lakes Region Headquarters Office
2221 Taughannock Park Rd.
Trumansburg, New York 14886

PROGRAM BACKGROUND:

NYS Office of Parks, Recreation and Historic Preservation (OPRHP) seeks a highly motivated and experienced individual to assist with the regional expansion of the **FORCES (Friends Of Recreation, Conservation and Environmental Stewardship)** program within NYS Parks. In 2008, the **FORCES** program was conceived and designed to boost and grow volunteerism at State Parks. By formalizing relationships with academic institutions, agencies, and organizations, the program creates successful long-term, mutually beneficial partnerships to assist State Parks in maintaining the quality of service it has achieved through the years, and that Parks patrons have come to expect.

Through FORCES, State Parks staff work to establish college-sanctioned clubs or other student-led organizations through which students volunteer for a variety of projects within State Parks. Student involvement ranges from one-day events to long-term projects that include improvements to recreation facilities and historic sites, trail rehabilitation, protection and restoration of natural resources, and environmental education. FORCES supports and enhances Parks visitor's experiences, strengthens college academic programs, and forges personal life-long connections with these students to NYS Parks. In addition, students learn organizational, leadership and communication skills that they can apply in their personal and professional lives.

This position will provide FORCES support specifically to the Three Gorges Project located at Taughannock Falls, Buttermilk Falls, and Robert H. Treman State Parks. The Three Gorges Project is a two-year initiative targeting invasive plants within the gorge and riparian areas of the three parks. FORCES stewards working under the FORCES Program Specialist will assist with manual removals, surveys, and mapping of invasive species. Other projects include outreach to the public about invasive species, and monitoring of conservation targets such as benthic macroinvertebrates and red-backed salamanders.

<https://parks.ny.gov/environment/forces.aspx>

QUALIFICATIONS:

Applicants should have field experience and/or a BS or MS in biological/environmental sciences, natural resource management, or a related field. Plant ID, natural history skills, and a working knowledge of GIS is required. Applicants must have experience with invasive species management, supervision, and project coordination including data management. Applicants should also have experience with environmental outreach, civic engagement, and coordination of volunteer programs. Experience with grant writing and branding/marketing are preferred.

Applicants must be able to work independently and be self-motivated. Applicants must be willing to work in a variety of weather conditions and spend a large percentage of their time on physically demanding field work. They should also be comfortable working on a team and coordinating with upper level staff within the agency and partnering collegiate institutions. Applicants should possess excellent computing skills, verbal and written skills, and be able to think critically to assess the varying needs of the program.

DUTIES AND RESPONSIBILITIES:

Under the direction of Finger Lakes Region's Stewardship Project Coordinator and the FORCES Program Coordinator, The FORCES Program Specialist will:

- Recruit and supervise FORCES stewards, work-study students, and other volunteers.
- Develop and lead student initiatives relating to the Three Gorges Project, provide biological and administrative trainings, and field and office supervision of student interns.
- Assist the Natural Resource Steward Biologist, Environmental Field Team, and Environmental Educator with environmental management, ecological studies, and environmental education and outreach conducted as an integral part of the FORCES program.
- Assist with the development of formal partnerships with NYS public and private colleges and universities: meet with faculty and staff and develop ideas for collaboration.
- Develop infrastructure for the FORCES Program: participate and contribute to FORCES team meetings, evaluate current program protocols, evaluate student experiences, identify tasks necessary to meet program goals.
- Assist with the development, recording, and implementation of park projects: meet with park managers and staff to discuss potential park projects, collaborate with agency partners, research park-side protocol and feasibility for implementation of projects, and provide supervision, assistance, and leadership for projects.
- Develop and update FORCES promotional materials: promote and market the FORCES program and opportunities via multiple media.
- Plan and implement FORCES outreach events: develop presentation and trainings and create and distribute promotional items.

OPERATIONAL NEEDS: Possession of a valid driver's license is required. The incumbent will be required to work occasional weeknights and weekends as needed.

TO APPLY: If you feel you meet the minimum qualifications and the Agency's operating needs, and you are interested in being considered for this vacancy, please send a resume (including references) and a cover letter to Amy Kochem. This can be mailed to Amy Kochem, FORCES Coordinator, NYS Office of Parks and Recreation – Central Region Office, 6105 East Seneca Turnpike, Jamesville, NY 13078 or sent via e-mail to amy.kochem@parks.ny.gov. All qualified individuals are invited to apply.

Application Deadline – February 4, 2018