

**Westmoreland Sanctuary
260 Chestnut Ridge Road
Mount Kisco, NY 10549**

Naturalist Administrator Position Overview: The position requires a self-directed learner with 1-5 years of experience who is knowledgeable about animal care, local habitats, and able to perform environmental education. To be considered, a four-year degree is required. The position also requires the ability to perform office work such as filing, social media postings and eventually help with grant administration and bookkeeping.

Personal skills: The person must be able to work in a collaborative style, be able to pivot and enjoy outdoor work, spending time teaching children and adults. The candidate will need to have good attention to details and be social fluid. The candidate will be open to learning new skills and eager to apply them.

❖ **Compensation:**

- **Salary:** \$40,000-\$65,000
- **Benefits:** Medical & Dental 50% match
- **Retirement:** Program can be customized for individual needs

❖ **Details of Responsibilities:**

- Naturalist
 - Feed & care for animals.
 - Remove invasive plants & care for native ones.
 - Work with volunteers and interns on Westmoreland Sanctuary's (WS) conservation goals.
 - Trail work.
- Environmental Education
 - Educate participants from PreK to adults using New York Next Generation Science standard curricula.
 - Clean-up and set up for programming.
 - Program supply inventory.
- Administrative Duties
 - Social Media postings.
 - Program record keeping.
 - Eventually grant administration & writing.
 - Donor management.

❖ **Note:** Please note the above job details are not a complete list of responsibilities. Responsibilities shift based on time of year, and demand of the organization.

❖ **Education:** One of the following BS degrees is required, i.e.: Biology, Organic Chemistry, Geology, Environmental Science, Environmental Education, Wildlife Conservation & Biology, or Forestry. A minor or double major in English, Journalism, Advertising, Public Relations a plus. Bilingual capability a plus.

❖ **Additional Skills & Training** that will be considered a plus:

- Software and platforms: Canva, Microsoft Office, Excel, WordPress, Instagram, Facebook, QuickBooks, Photoshop, Mailchimp, Bloomerang.
- Outdoor Skills: chainsaw work, fire building, first aid, mower and weed whipper. [OBJ]

Organizational Overview

❖ **Mission Statement:**

Westmoreland Sanctuary's mission is to acquire, establish and maintain, for the free use, enjoyment, and appreciation of the public, a tract or tracts of land, including woodland and streams...to promote nature appreciation, preservation and conservation generally, for the present and future benefit and enjoyment of the public and to establish and maintain...exhibition rooms for the display of botanical, geological and other specimens found in the area of the Sanctuary..."

(Certificate of Incorporation of Westmoreland Sanctuary, Inc. Dated March 16, 1957).

❖ **Governance Structure:**

Westmoreland Sanctuary is an independent public charitable organization and does not operate within a larger regional, state, or national organization. There are currently four full-time staff that includes: the Executive Director, Director of Conservation and General Manager, and Environmental Administrator. Environmental Educator, Naturalist Administers. Westmoreland is governed by a Board of 17 volunteers.

❖ **Service Area:**

Westmoreland Sanctuary services culturally diverse communities throughout the Lower Hudson Valley, New York City, the Bronx, and parts of Connecticut (Stamford, Darien, and Greenwich). Westchester is the primary area of service. Westmoreland works with local public and private schools, community organizations, and corporate organizations. Westmoreland does not discriminate based on age, gender, socio-economic status, religion, or disability. Westmoreland services approximately 10,800 people yearly through educational programming, seasonal events, free museum access, and recreational opportunities. Our primary demographic is youth, Pre-K through seventh grade.

❖ **History:**

Over 66 years ago Helen Clay Frick founded Westmoreland Sanctuary in 1957. In the early years of the organization, only one naturalist was working at Westmoreland Sanctuary to maintain the property and offer educational guided nature hikes to the public. In 1973 when our Nature Museum was erected the organization began formalizing educational programs for local school districts. Today, Westmoreland educates 10,800 students annually. In June 2021, WS began building the Environmental Education Center (EEC) with geothermal heating and cooling educational and handicap resources not previously available. Resources are developed to foster environmental stewardship and provide learning opportunities for families and individuals of all ages with diverse backgrounds and needs. Museum access is free to the public all year.

