

**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 social media postings and eventually help with grant administration. Salary will be commensurate with experience and skills.

Personal skills: The ideal candidate will thrive in a collaborative and flexible work environment and have a genuine passion for teaching and engaging with both children and adults. They should enjoy working outdoors, possess strong attention to detail, and demonstrate excellent interpersonal and communication skills. The candidate must be adaptable and able to pivot quickly as priorities, schedules, weather conditions, and organizational needs change. They should be socially confident, willing to embrace new challenges, and eager to learn and apply new skills in a dynamic conservation and environmental education setting.

❖ **Compensation:**

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

❖ **Details of Responsibilities:**

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

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

- ❖ **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 Education, English, Journalism, Advertising, Public Relations is a plus. Bilingual capability is 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, GIS.
 - Outdoor Skills: chainsaw work, fire building, first aid, mower and weed whipper. ☑

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 include the Executive Director, Director of Conservation and General Manager, Environmental Administrator, and Environmental Educator. Westmoreland is currently governed by 14 volunteer Board Members.
- ❖ **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 12,000 program participants yearly through educational programming, seasonal events, free museum access, and recreational opportunities. Our primary demographic is youth, pre-K through seventh grade. Additionally, there are 15,000-25,000 passive visitors each year. 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.
- ❖ **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.