

**Stepping Stones - Historic Home of Bill & Lois Wilson**  
**The Stepping Stones Foundation (SSF)**  
**62 Oak Road, Katonah, New York 10536**

**Position Announcement (Posted May 16, 2021)**

**Title:** Site Operations Manager (full-time with benefits; exempt from overtime)  
**Reports to:** Executive Director  
**Salary:** Commensurate with experience  
**Start Date:** On or before June 30, 2021  
**Location:** 62 Oak Road, Katonah, New York 10536 – Not a Remote Position

**Job Description - Duties and Responsibilities**

**Volunteer, Tour, & Virtual Tour Management**

- Supervises, recruits, trains, schedules, and provides continued development opportunities and material for volunteer docent/tour guides (approximately 12 on rotation)
- Promotes volunteer opportunities to visitors, at events and through networking with community services organizations
- Identifies volunteer prospects and projects (approx. 150/year)
- Continuously improves volunteer tour guide script, FAQs, timeline, and other history-based documents in concert with Executive Director and docents
- Leads tours in the absence of docents
- Ensures safety of collection and structures during tours and events
- Responds to tour and virtual tour reservation requests by phone and email
- Schedules tours following all protocols and conditions

**Welcome Center, Shop, & Online and Mail Merchandise Order Management**

- Enforces site protocols
- Cultivates relationships with visitors for ongoing involvement
- Orders and merchandise and make timely payments
- Fulfills and ships online and phone orders
- Identifies and proposes new products
- Light accounting (cash receipts, deposits as needed, and cashiering)
- Handles time-sensitive site needs when Executive Director is off site

**Garden & Grounds Management**

***Flower Gardens*** - Plans, executes, and maintains historic flower garden, including:

- Creates and presents garden budget
- Manages and selects methods for planting annuals and perennials, transplanting shrubs and plants, and application of fertilizer, pruning and more
- Recruits and supervises volunteers and vendor
- Handles weeding, pruning, watering, spraying, mulching, amending soils, and applies nutrients as needed
- Upholds use non-toxic garden supplies as part of the Bedford 2030 Clean Yard Pledge
- Manages involvement in the Pollinator Pathway
- Researches, maintains, and enhances historic accuracy of garden as soil and environmental conditions allow
- Coordinates the work of select vendors (landscape, tree, rose, sprinkler co., etc.)
- Researches and solicits donated and discount garden resources, products, and services
- Orders/purchases and organizes supplies
- Develops, manages, and recruits Stepping Stones Garden Club members

- Drafts posts and takes outdoor photographs for social media content related to the gardens and grounds.

**Community Vegetable Garden** - Oversees the operation of this garden, including:

- Creates and monitors garden budget and makes timely payments
- Manages, recruits and schedules volunteers and participants and identifies projects
- Forges relationships and networks with garden shops, farms, clubs, schools and community groups for volunteer recruitment and resource and information sharing

### **Historic Housekeeping, Collection Care, and Structures Maintenance**

- Co-leads Historic Housekeeping Team and monitors historic buildings, archive, and object collection in accordance with specialized manual and other standards and integrated pest management best practices
- Records and reports any structure or collection issues with conditions, threats, etc. and contributes to condition reports and treatment recommendations
- Works with Archives & Collections Manager to identify, prepare for, and schedule conservators, and other vendors
- Scheduling and oversight of periodic window cleaning, pest control, HVAC, and oil burner services and other services and inspections
- Track and photograph artifacts moved, stored, or undergoing treatment
- Post-pandemic, identify, schedule, and oversee weekly office bathroom and floor cleaning service

### **Administration**

- Responds to alarm system alerts, including serving as back up responding on property
- Fills in for Executive Director if assigned and assists with administrative and clerical tasks as needed
- Serves as one of the representatives of SSF in the community, including attendance at Town and neighbor meetings
- Attends professional development sessions and keeps current on industry trends, standards, and professional practices in all areas of responsibility
- **Other duties as assigned**

### **Requirements**

- High School Diploma or GED
- Interest in 12-Step history
- Comfortable with public speaking
- Attention to detail
- Extensive experience with email, online search, word processing (Microsoft Word), and Excel

### **Preferred**

- Associates, bachelors, or master's degree in a related subject
- Experience with customer/visitor services, museums or historic sites, and nonprofits
- Resides or willing to relocated to within 30 minutes of the site

### **Compensation & Benefits**

- Salary commensurate with experience
- 401K (3% base salary match); paid leave (9 holidays; 10 vacation and 5 sick days) 80% of healthcare

**To apply, email PDF files of resume and cover letter to Sally Corbett-Turco, Executive Director, Stepping Stones, at [info@steppingstones.org](mailto:info@steppingstones.org)**

*Stepping Stones is an Equal Opportunity Employer.*

*Updated May 16, 2021*