

Position Title:	Education Assistant - Seasonal
Employment Classification:	Part Time, Hourly, Non- Exempt
Reports to:	Education Programs Manager
Department:	Education
Salary:	\$14.00 per hour

JOB SUMMARY

The Education Assistant is responsible for assisting instructors with a quality camp experience to groups of students ages 4 – 18 as well as assisting with various guest programs and special events for mixed age groups. Assistants will be responsible for helping with check-in/out, leading crafts, games, supervising kids during bathroom breaks and snack or lunch breaks, as well as other tasks vital to the success of our wildlife day camps (due to COVID scheduled for only June 14 – July 16). This seasonal position will include additional responsibilities for other programs: guest interactive activities, guest relations and crowd control, private tours, special events, and other programs as needed.

Seasonal work begins early May and ends early September. Potential to be offered a permanent Education Assistant position will be dependent on staffing needs at the end of the summer.

REQUIRED QUALIFICATIONS

- High school diploma or GED equivalent
- Minimum of 1 year of working with students or kids in an informal or formal setting
- CPR/First Aid Certificate or ability to acquire
- Must have strong organizational and interpersonal skills with excellent attention to detail
- Proven ability to work in a team or independent environment
- Experience working with audiences of diverse ages and ethnicities

PREFERRED SKILLS

- Working towards a B.A./B.S. in Biology, Environmental Studies, Education or related field
- Animal handling experience – marine species, reptiles and/or birds of prey
- Having a general knowledge of local species (flora and fauna)
- Bilingual English/Spanish preferred
- CPR/First Aid Certificate
- Valid driver's license

ABILITY TO

- Assist with the instruction of programs, crafts, games, and activities utilizing written curricula
- Effectively supervise groups of up to 30 kids
- Interpret rules and regulations; follow all safety protocols
- Communicate clearly, verbally and in writing, to staff, volunteers, and guests
- Assess and evaluate situations effectively
- Take initiative with minimal supervision
- Respond in a calm manner to emergencies



WORKING ENVIRONMENT

- The position is in a fast paced, multi-faceted environment that requires the ability to multi-task and respond quickly.
- Some of the work takes place at offsite locations.
- Special events may take place after open hours and while dark.
- Ability to stand for long periods of time and lift and carry up to 20 pounds.

SCHEDULING REQUIREMENTS

- Must be able to commit to all 5 weeks during camp season (June 14-July 16)
- During this time staff will be on one of two schedules, due to COVID, on a weekly basis:
 - Cohort A: Monday – Friday, 30- 40 hours (6-8 hour shifts starting 8:00 a.m. or 8:30 a.m.)
 - Cohort B: Weekends & other programs as assigned, 16+ hours (7-8 hour shifts, starting 9 a.m.)
 - Option to rotate between the two depending on schedule needs
- Must be available to come in during the month of May to on-board, participate in mandatory camp training, and prep camps in teams (~40 hours)
- Starting May 1st – the Living Coast will be open on weekends to walk-ins and weekdays to private tours.
- During the months of May – September shifts will be available during these open times and for other programs as they arise.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Work is performed while standing, sitting, or walking with occasional bending, reaching, and the lifting and occasional carrying of boxes weighing up to 20lbs. Work is performed in an adequately ventilated and lighted gift shop public area and/or in office and administrative support area. This position is an indoor job with occasional exposure to a variety of other tasks that include outdoor conditions, exposure to weather, and occasional driving to pick up supplies may be required.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The Living Coast Discovery Center is an Equal Opportunity Employer

TO APPLY

The position will remain open until filled, however application review will begin April 26th with interviews starting May 3rd. Please submit cover letter and resume to Ashley@thelivingcoast.org