

Position Title:	Public Programs Education Specialist
Employment Classification:	Part Time, Hourly
Reports to:	Education Programs Manager
Department:	Education
Hourly Rate:	\$15.00 to \$17.00 per hour, non-benefited

JOB SUMMARY

The **Public Programs Education Specialist** (or Public Programs Specialist for short) is responsible for being a lead instructor in the Education Department. The Public Programs Specialist will teach programs, help manage and train staff and volunteers, animal handling, administrative duties, and customer service.

Other duties include, but are not limited to: curriculum development of day camps, scout programming, overnights, teen programming, and other public education programs; development and coordination of rentals and birthday parties; development and coordination of sustainability and compost education programs; other educational programs as they arise.

DUTIES AND KEY RESPONSIBILITIES

Lead Instructor

- Teach all education programs, including but not limited to school programs, school and library outreaches, camps, birthday parties, private animal encounters, community outreaches, girl or boy scouts, overnights, discovery tables, and other interpretive programs.
- Work under minimal supervision and training.
- As one of several lead instructors, the Public Programs Specialist will be responsible for daily oversight of, teaching, training, and checking-off education instructors.
- Communicate any needs to the education leadership team, including supplies, curriculum changes, or other areas of improvement.
- Remain current on all animal trainings, protocols, and guest interpretations.
- Help in the development, writing, research, and expansion of existing and new programs as assigned.

Administration

- Provide administrative assistance to both the Education Department and the main Living Coast organization.
- When assigned, answer the main telephone line and direct the caller to the proper department for further assistance.
- When assigned, manage mainline voicemail, company email, Education Department voicemail and email.
- When assigned, retrieve mail, order supplies, gift shop coverage, and other errands.
- Maintain filing systems and records, update spreadsheets, assist in data collection and input, and other administrative tasks.
- Be the lead coordinator on your assigned programs (*see below*), including answering questions about the program with guests, taking reservations, making changes, communicating needs to various departments, etc. while assisting other education team members in the coordination of their respective programs as necessary.

Public Programs

- Management of public programs, including day camps, scout programming, overnights, teen programming, birthdays, rentals, and other public programs that arise.
- Updating curriculums, ordering materials and resources, and overseeing the development of scout programs to align with current scout standards.
- Developing and maintaining an overnight program, including craft bins, supplies ordered, and coordinating reservations.
- Developing, coordinating, and growing birthday parties and rental programs.
- Updating day camps and teen programs with new themes, animals, and activities; scheduling out each season and sending camp descriptions to the marketing team for flyer and website updates; maintaining the online reservation system of camps and teen programs.
- Coordinate all Partner Camp programming, including registrations, updating partner camp curriculums, scheduling, maintaining current records and contracts, and collection of payments.
- Along with the education leadership team, develop camp trainings and resources for instructors, look into ACA (American Camp Accreditation), and other networks to further grow our camp programs, and establish new partnerships with other vendors for camps or other public programs.

Other Education Programs

- Alongside the Facilities & Sustainability Programs Manager, help to create, develop, and grow any sustainability and composting programs.
- Alongside the Volunteer Programs Specialist, help to create, develop, and grow a camps based educational internship program.
- Process registrations for other programs when necessary including school field trips, school and community outreaches, scout programs, overnight programs, private animal encounters, birthday parties, and other education programs.

QUALIFICATIONS

Required Qualifications

- B.A./B.S. in Biology, Zoology, Education, Interpretive Education, or related field
- 2+ years experience teaching in a school, science center, zoo, nature center, or similar environmental focused program;
- 2+ years of instructing and coordinating school- and/or public-based audiences, including some curriculum development and administrative experience;
- 1+ years experience in the care, training, enrichment and use of animals in interpretive programming within a zoological institution or museum;
- Have a working knowledge of endemic and exotic wildlife and ecosystems and/or coastal and wetland environmental issues.
- CPR/First Aid Certified.
- Proven ability to work cooperatively, enthusiastically, and promote a quality guest experience.
- Strong interpersonal and leadership skills; demonstrated ability to supervise and work with a variety of professionals and within team dynamics.
- Should be a proactive self-starter with the ability to work independently. Must be able to set priorities, solve problems, and be resourceful under pressure.
- Excellent written and verbal communications skills.
- A thorough knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

Other Preferred Skills

- Bilingual English/Spanish
- Knowledge of Adobe Creative Suite, Wordpress, Quickbooks, Outlook, Google Apps, Convergence, Volgistics, or other management programs
- Current knowledge of California and National Standards, including but not limited to: Next Generation Science Standards, Common Core State Standards, Environmental Education Standards, Ocean Literacy Standards, as well as STEAM based-initiatives.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is a combination of an office job and out of office engagement of school children, guests, volunteers, media, community partners, and outreach events. Occasional driving to meetings and events. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This position requires varied, flexible hours. A typical schedule is **Tuesday - Saturday 8:00-4:30 (and Monday – Friday during camp season)**, but can vary depending on events, meetings, and other opportunities.

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

Applications will be received through 12/4. Please submit cover letter and resume to Ashley@thelivingcoast.org .