

<b>Position Title:</b>	School Programs Education Specialist
<b>Employment Classification:</b>	Part Time, Hourly
<b>Reports to:</b>	Director of Education
<b>Department:</b>	Education
<b>Hourly Rate:</b>	\$16.00 to \$18.00 per hour, non-benefited

### **JOB SUMMARY**

The **School Programs Education Specialist** (or School Programs Specialist for short) is responsible for being a lead instructor in the Education Department. The School Programs Specialist will teach and develop 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 school, outreach, and library programs, ongoing school program and sponsorships management, school programs volunteer management, daily coordination of school programs and outreaches, development of teacher resources, maintaining school programs grant records, and other duties that may arise for other education programs.

### **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 wildlife tours, community outreaches, scout programs, overnights, discovery tables, and other interpretive programs.
- Work under minimal supervision and training.
- As one of several lead instructors, the School 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.

### **School Programs**

- Daily management of school programs, communication with teachers, assigning volunteer schedules and lunch spaces, collection of grant materials, and other tasks as assigned.
- Online reservation management including scheduling, new accounts, answering messages, maintaining calendars, updating other departments and/or staff as changes occur, recording payments and following up with outstanding balances, and other tasks as assigned.
- Curriculum development for school programs and outreaches, including new STE[a]M programming, new NGSS standards based programming, and new curriculums to fulfill the requirements of a grant.
- Approve, track, and follow up with sponsorships related to school and outreach programs.
- Update spreadsheets related to grant based programs, follow-up of grant requirements, coordinating grant tests and data analysis, providing necessary information to the Development Department, and other grant related tasks as assigned.
- Along with the education leadership team, assist with developing trainings and resources for instructors.
- Plan, coordinate, and conduct teacher trainings, open houses, and resources.

### **Other Education Programs**

- Alongside the Volunteer Programs Specialist, help to create, develop, and grow an education internship program with a focus on school programs.
- Process registrations for other programs including scout programs, overnight programs, private wildlife tours, 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 but typically works 5 days a week. A typical schedule is **Sunday - Thursday 8:00-4:30**, 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.

Applications will be received through 12/7. Please submit cover letter and resume to [Ashley@thelivingcoast.org](mailto:Ashley@thelivingcoast.org).

The Living Coast Discovery Center is an Equal Opportunity Employer