

SCHOOL, YOUTH, AND COMMUNITY PROGRAMS COORDINATOR: AQUARIUM OF THE BAY & SEA LION CENTER

bay.org, an equal opportunity, nonprofit employer is seeking a qualified applicant to join the team as the School, Youth, and Community Programs Coordinator at Aquarium of the Bay and the Sea Lion Center. **bay.org** is an umbrella 501(c)(3) nonprofit organization encompassing six divisions—Aquarium of the Bay, The Bay Institute, EcoCenter at Heron’s Head Park, Bay Model Alliance, Bay Academy, and Sea Lion Center. All divisions are continuing to carry out our shared mission: **To protect, restore and inspire conservation of San Francisco Bay and its watershed, from the Sierra to the sea.**

We are currently seeking one (1) full-time School, Youth, and Community Programs Coordinator with shifts scheduled Tuesday-Saturday. This staff member will focus on supporting the various on-site and offsite K-12 and youth programs at Aquarium of the Bay and the Sea Lion Center. Under the direct supervision of the Education Manager for School, Youth, and Community Programs, the School, Youth, and Community Programs Coordinator is responsible for the coordination and execution of all onsite and offsite K-12 and youth programs taking place at Aquarium of the Bay, Sea Lion Center, Bay Area schools, and community location sites. This includes teaching programs, coordinating program logistics, developing curriculum, and providing training, leadership and support for teaching staff.

PRIMARY DUTIES & RESPONSIBILITIES INCLUDE:

- Provides leadership to the Education team by:
 - Collaboratively and independently training teaching staff
 - Developing supplemental training and curriculum materials for Aquarium staff
 - Delivering high quality K-12 and youth programs
 - Utilizing educational best practices for supporting diverse audiences, fostering environmental stewardship, and teaching to the Next Generation Science Standards (NGSS)
 - Following all Aquarium and Education Department policies and procedures, and having a secure knowledge of these policies
 - Proactively troubleshooting and/or communicating challenges through appropriate channels
- Responsible for planning and execution of educational programs to Bay Area K-12 schools and youth groups. The programs focus both on science and conservation education. This includes but is not limited to:
 - Developing curriculum and managing existing (and updating as needed) lesson plans for K-12 and youth audiences
 - Driving outreach vehicle off-site to teach programs and attend related teacher outreach events
 - Following all company policies around the use of program animals to ensure animal and human safety and welfare
 - Acquiring and maintaining program supplies
 - Communication with teachers and youth group leaders to promote and schedule programs
 - Assisting with invoicing and payment for fee based programs
 - Completing grant-funded programming and supporting grant applications and reporting
 - Evaluation of programs and staff
- Work with other bay.org departments as needed for the execution of programs, including:
- Represent the Aquarium and bay.org within the local environmental education, climate change communication, K-12 informal science education communities
- Support other organization-wide initiatives, including cross-division initiatives
- Follow all bay.org safety regulations
- Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE:

- Bachelor's degree or higher or equivalent experience, with coursework in biology, environmental studies, and/or education preferred
- Minimum two years' experience at an informal science or environmental education organization with demonstrated experience leading programs for K-12 and/or Youth audiences
- Previous experience in staff management and/or a leadership role
- Experience writing curricula for a K-12 audience

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of local ecology, conservation issues, and informal science education best practices
- Outstanding interpersonal, verbal, and written skills
- Detail oriented and strong multi-tasking ability
- Customer service oriented and the ability to interact with staff, volunteers, and general public appropriately
- Interest in and ability to be trained in the animal handling/animal presentation of any animal (marine or terrestrial) in the Aquarium of the Bay's animal ambassador collection
- Ability to work independently and in teams
- Ability to take initiative and see projects through to completion with minimal supervision

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals
- Ability to write reports and correspondence
- Ability to write and present engaging science programs
- Ability to speak effectively before groups or individuals
- Bilingual language skills are a plus

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand (for up to 8 hours), sit, walk, and reach with hands and arms, and talk or hear. The position requires frequent visits to the exhibit areas (walking on concrete floors, climbing stairs), extensive time standing, intervals of time outdoors in varying environmental conditions, tolerance of high levels of noise, and extensive public speaking, sometimes in noisy environments. Must be able to lift 30 lbs. Must either have or are able to attain a California Driver's License and be willing to be trained to drive a large vehicle and drive for off-site meetings/programs with regularity. DMV clearance required upon hire.

Position Specifics:

- This is a full-time, hourly (non-exempt) position – scheduled for 40 hours per week.
- Current work schedule is Tuesday through Saturday. Work schedule maybe adjusted to alternative due to staffing needs in the future. Occasional early mornings and/or evenings.
- Benefits are included (medical, dental, vision, 403B) after an introductory period has been completed
- Position's starting wage of \$18.00-\$19.00/hour, depending on experience.

To Apply:

To be considered for this position, please send a resume and cover letter describing your interest and experience related to the position to Maia Kolbeck, Education Manager for School, Youth, and Community Programs:

maia@bayecotarium.org. Please no phone call inquiries. Position is open until filled.