

**K-12, YOUTH & COMMUNITY OUTREACH COORDINATOR: AQUARIUM OF THE BAY & SEA LION CENTER**

**bay.org**, an equal opportunity, nonprofit employer is seeking qualified applicants to join the team as a Public Programs Coordinator for programs and staff 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, Sea Lion Center and GoPlaces. 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.**

Under the direct supervision of the Education Manager, the K-12, Youth & Community Outreach Coordinator – responsible for the coordination and execution of all off-site education programs taking place at Bay Area schools, after-school program sites, summer camps and community location sites (i.e. libraries, community festival events, corporate business offices). This includes periodically teaching programs, acting as a supervisor or “designated person-in-charge” at the Aquarium, as well as providing training, leadership and support for part-time teaching staff.

**PRIMARY DUTIES & RESPONSIBILITIES INCLUDE:**

- Responsible for planning and execution of educational outreach programs to Bay Area K-12 schools and youth groups. The programs focus on the topic of climate change, San Francisco/Northern California ecosystems and what individuals and communities can do to act. This includes but is not limited to:
  - Managing existing (and updating as needed) lesson plans for K-12/youth audiences;
  - Driving outreach vehicle off-site to teach programs and attend related teacher outreach events;
  - Developing supplemental training and curriculum materials for Aquarium staff, teachers, and students;
  - Assisting with hiring and training teaching staff to lead programs;
  - Acquiring and maintaining program supplies, including oversight for outreach vehicle;
  - Communication with teachers and youth group leaders to schedule programs;
  - Assisting with invoicing and payment for fee based programs;
  - Expanding programs to new audiences through continued growth of multi-week after-school program and summer camp curriculum; and
  - Evaluation of programs and staff.
- Responsible for planning and execution to participate in community outreach and engagement opportunities such as regional festivals/events, corporate events, community/school family science nights. Having organizational representation at these events promotes the organization in the community and provides an educational opportunity for the attendees. This includes but is not limited to:
  - Scheduling and planning for participation in events;
  - Communication with event planners;
  - Acquiring and maintaining event supplies;
  - Driving outreach vehicle off-site to outreach events;
  - Coordinating volunteer support for events with Volunteer Manager – including training and supervising of volunteers (as needed);

- Expanding programs to new audiences through continued growth of corporate event opportunities;
- Assisting with invoicing and payment for fee based events; and
- Evaluation of programs and staff.
- Work with other bay.org departments as needed for the execution of programs, including:
  - Marketing & Communications - website updates, festival events supplies and flyers;
  - Animal Care – program animal welfare (snake, turtle, tide pool invertebrates);
  - Facilities – program animal life support and outreach vehicle maintenance; and
  - Finance – fee based program invoices and payments.
- Represent the Aquarium, BayMobile programs and bay.org within the local environmental education, climate change communication, K-12 informal science education and outreach communities.
- Support other organization-wide initiatives, including cross-division initiatives;
- Follow all bay.org safety regulations; and
- 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 and/or education;
- Minimum two years’ experience at an informal science/environmental education organization with demonstrated experience leading programs for K-12/Youth audiences; and
- Previous experience in staff management and/or a leadership role.

**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, 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; and
- 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 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 walking on concrete floors and 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 be 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 for distances up to 75 miles. DMV clearance required upon hire.

**Position Specifics:**

- This is a full-time, hourly (non-exempt) position – working 40 hours per week.
- Current work schedule is Sunday through Thursday. Work schedule maybe adjusted to alternative (Tuesday through Saturday) 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; and
- Position's starting wage of \$16.50/hour.

**To Apply:**

To be considered for this position, please send a resume and cover letter describing your interest and experience related to the position via e-mail to Jake Preston, Education Manager at [jake@bay.org](mailto:jake@bay.org). Please no phone call inquiries. Deadline for applications is April 30, 2017.