

EDUCATION (K-12) SPECIALIST: AQUARIUM OF THE BAY & SEA LION CENTER

bay.org, an equal opportunity, nonprofit employer is seeking qualified applicants to join the team as Education Specialists 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, 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 hiring one (1) full-time Education Specialist with shifts scheduled Tuesday-Saturday. This staff member will focus on supporting the various K-12 and youth programs at Aquarium of the Bay and the Sea Lion Center, as well as supporting the daily operations at both sites. Under the direct supervision of the Education Manager and with support and leadership of the Student & Teacher Programs Coordinator, K-12 Outreach Coordinator and Education Coordinator, the Education Specialist is primarily responsible for ensuring the best possible student and guest experiences through teaching of educational field trip programs, training new teaching staff, providing leadership and support for the larger Aquarium of the Bay education team, and periodically supervising staff.

PRIMARY DUTIES & RESPONSIBILITIES INCLUDE:

- During the months of September-May, this position’s primary duties are to teach/deliver K-12 field trip education programs to Bay Area K-12 school groups and youth groups (average of 3-4 days/week), which include the following different types of field trip programs:
 - BayMobile: Off-site programs delivered at schools and other sites focused on climate change, including live animal presentations and driving a cargo van retro-fitted with life marine support systems;
 - Exploration Tours: Guided tours with hands-on activities at Aquarium of the Bay;
 - Classroom Programs: Thematic classes with hands-on activities at the Sea Lion Center;
 - Hybrid Ferry: Educational programming aboard a large boat sailing on San Francisco Bay;
 - Sleepovers: Overnight experiences for school, scout and youth groups at Aquarium of the Bay; and
 - Project WATERS: Multi-week education programs for San Francisco classes with both at-school and field trip components.
- During the months of June-August, there are fewer field trip/youth group programs. Therefore, the Education Specialist will teach education programs with less frequency. Instead, they will be scheduled as an on-site Supervisor, who is responsible for overall daily operations of Interpretive Naturalist staff and general support of Aquarium and Sea Lion Center operations;
- Providing leadership to the Education team by modelling exemplary performance as a Teacher and (periodically) an Interpretive Naturalist including:
 - Maintaining a positive attitude among staff;
 - Following all Aquarium and Education Department policies and procedures, and having a secure knowledge of these policies;
 - Delivering high quality K-12 field trip, youth group and public programs;
 - Proactively troubleshooting and/or communicating challenges through appropriate channels;
- Assists with training and professional development of K-12 teaching staff;
- Assists with consistent and effective communication between the Education leadership team and front-line staff, including bringing questions and/or concerns regarding programs operations to Coordinators/Manager;
- Completion of projects related to the organization’s K-12 and youth programs as assigned, including but not limited to curriculum development, supplies management, and program evaluation;
- Attendance at and participation in team meetings as scheduled;
- 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;
- Minimum one year of experience teaching K-12 programs at an informal science/environmental education organization;
- Demonstrated excellent teaching and presentation skills;
- Experience in staff management (*preferred*)
- Bilingual (*preferred*)
- For internal bay.org candidates, the following experience will also be taken into consideration:
 - Reliable attendance, including all trainings and staff meetings;
 - Consistent delivery of quality programs; and
 - No written warnings or disciplinary issues in last 90 days.

KNOWLEDGE, SKILLS & ABILITIES:

- 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 with regularity to teach BayMobile programs. DMV clearance required upon hire;
- Able to pass a background check;
- 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;
- Knowledge of local ecology, conservation issues, and teaching 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 and ability to be trained on all K-12 and youth programs offered through Aquarium of the Bay and the Sea Lion Center;
- 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.

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.

Position Specifics:

- This is a full-time, hourly (non-exempt) position – scheduled for an average of 32 – 40 hours per week depending on programming.
- Work schedule is will either be Tuesday through Saturday. Must also be able to work periodic early mornings and evenings.

- Benefits are included (medical, dental, vision, 401K) after a 90-day introductory period has been completed; and
- Position's starting wage of \$15.00/hour.

To Apply:

To be considered for this position, please send a resume, cover letter, and three references describing your interest and experience related to the position via e-mail to Jake Preston, Education Manager, at jake@bay.org. Deadline for applications is open-ended.