

Job Description:

Education & Stewardship Coordinator



Position Summary

Under the direction of the Aquarium Curator & Manager, the Education & Stewardship Coordinator is responsible for the operation of the Discovery Passage Explorer Lab and its programs. Through the Explorer Lab, the Education & Stewardship Coordinator orchestrates all school programs, summer/spring break/after-school camps, and stewardship events. The Discovery Passage Aquarium & Explorer Lab offers educational and interpretive programs for residents, schools and visitors highlighting the fascinating marine life of the Discovery Passage and surrounding waters.

Terms and Conditions

- 30 to 35 hours per week.
- Term: Full time. Seasonal reduction in hours may take place in winter months, contingent on funding and the overall financial status of the organization.
- Pay: \$22.00-26.00 per hour, plus 4% vacation pay and an annual \$500.00 wellness benefit package.
- Reports to: Aquarium Curator & Manager.
- Prior to Employment: Must confirm access to a vehicle, current first aid certification, and criminal record check.

Job Duties and Responsibilities

Programming

- Development & delivery of effective educational programming to visiting K-12 classes & community groups.
- Development & delivery of summer/spring break/after-school camps.
- Orchestration of special events such the fall release party & holiday events.

Community Engagement

- Manage the Discovery Passage Aquarium Society social media accounts, including the engagement of followers and the answering of messages.
- Develop and distribute advertisements for Aquarium/Explorer Lab programming and events via available social media channels.
- Conduct regularly scheduled stewardship events, such as sea star surveys and beach cleanups.
- Coordination and engagement of volunteers involved with program delivery & stewardship.

Administration

- Manage the info@discoverypassageaquarium.ca email address, managing program bookings, visitor inquiries, and internal/miscellaneous communications.
- Manage records associated with Explorer Lab programming, including bookings, registration forms, program statistics, invoices, and feedback surveys.

Miscellaneous

- Assist the Curator & Manager with the startup, operation, and shutdown of the Discovery Passage Aquarium, including:
 - The collection, animal care, & release of aquarium animals.
 - Merchandising & decoration of retail spaces.
 - Perform interpretive & visitor service duties as required.

Qualifications

- University degree or technical diploma in Biology, Education or a related field is preferred.
- Experience in community-based science education.
- Experience in aquatic animal husbandry, basic accounting and marketing are an asset.
- First Aid and CPR Certification.
- Must confirm access to a vehicle and provide a criminal record check.

Skills & Experience

- Knowledge of local marine biodiversity, species, life history and habitats.
- Excellent interpersonal communications, presentation, and public speaking skills.
- Enthusiasm for ocean literacy and conservation.
- Professional and friendly demeanor with demonstrated experience as a team member.
- Ability to be creative and flexible with problem-solving skills.
- Strong time management and organizational skills.
- Strong language skills in English are required. A second language is an asset.
- Experience developing and/or delivering educational programs to youth of all ages is an asset.

Working Conditions

- The Education & Stewardship Coordinator typically works in classroom or aquarium environments, but the mission of the organization may sometimes take them to non-standard workplaces. Occasional remote work opportunities may be available depending on the nature of work.
- The Education & Stewardship coordinator typically works a 4-5 day week, but additionally may be required to work evenings, weekends, and overtime hours to accommodate programming outside of typical working hours.