

# Job Description: Explorer Lab Educator



## Position Summary

The Explorer Lab Educator will assist with developing and delivering marine natural history interpretive and educational programs for the Discovery Passage Aquarium and Explorer Lab. This will include hosting birthday parties, summer camps, public presentations and other programs for the general public. The Educator will engage with program participants and visitors, conduct demonstrations and deliver specialized programming.

## Hours and Location of Work

Hours of work will be variable, depending on programs scheduled, and may include evenings and weekends. Weekly hours may vary between 32-40 hours per week. Positions will start in May and end on Labour Day. Part time employment may be available to select employees during the fall and winter months. Rate of pay is \$17.00 per hour.

The Explorer Lab is located in Campbell River, BC.

## Job Duties and Responsibilities

The responsibilities of the Explorer Lab Educator will focus on development and delivery of a variety of programming opportunities in the Explorer Lab. This will include the following tasks:

- Deliver new and existing programs in the wet lab for groups of all ages, including families, children, adults, and seniors
- Develop new programs and related materials for delivery in the lab and in intertidal locations
- Promote new and existing programs via the website and a variety of social media platforms (Facebook, Twitter, Instagram and YouTube)
- Promote and host birthday party events
- Provide excellent care and husbandry to live animals in the care of the wet lab, including cleaning tanks and preparation of feed, live and frozen
- Assist in the supervision and training of volunteers
- Administrative duties of the Explorer Lab including processing registrations, program tracking and reporting, data entry, computer data analysis
- Maintenance and cleaning of the wet lab and educational materials, including the aquariums, and associated equipment
- Attend community events as a representative of the Discovery Passage Aquarium Society and support programming activities of the Discovery Passage Aquarium, as required
- Other duties as required

## Qualifications

- Post-secondary education in a field of biological sciences, marine biology, education, tourism or related field is preferred
- Level 1 First Aid with CPR-C is an asset

## Desirable Knowledge, Skills, and Experience

Candidates must be able to demonstrate:

- Experience and competence in computer skills including Word, Excel, PowerPoint, and email
- Knowledge of local marine biodiversity, species, life history and habitats
- Excellent interpersonal communications, presentation and public speaking skills
- Experience developing and/or delivering educational programs to youth of all ages an asset
- Professional and friendly demeanor with demonstrated experience as a team member
- Strong time management and organizational skills
- Ability to be creative and flexible with problem-solving skills
- Familiarity with social media promotional opportunities, including web blogs
- Strong language skills in English are required. A second language is an asset

## Eligibility

To be eligible, applicants must:

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Complete a criminal record check for Discovery Passage Aquarium

## Application Information

Please send your resume and cover letter indicating how you meet the qualifications, skills and experience to [manager@discoverypassageaquarium.ca](mailto:manager@discoverypassageaquarium.ca) by the date shown on the job posting.

Thank you for your interest in the Discovery Passage Aquarium! Only those selected for an interview will be contacted, however, we thank all applicants for their submissions.