Florida Oceanographic Coastal Center
HUTCHINSON ISLAND, FLORIDA

Florida Oceanographic Society Job Description

Position: **Education Specialist**

Position Description:

The Education Specialist is responsible for developing and implementing on site and outreach educational programs at the Florida Oceanographic Coastal Center as part of the Education Department staff. This position has primary responsibility for youth, adult, and teacher programs and shares responsibility with other education staff for programs offered to Coastal Center groups and visitors. The Education Specialist's goal for all audiences is to inspire environmental stewardship for Florida ecosystems through their education programs and FOS's research. The Education Specialist trains, manages and supports volunteers involved in all education programs, exhibits and projects and is supervised by the Director of Education & Exhibits.

Position Responsibilities

1. Serve as part of the education department team for developing and teaching environmental education programs.
2. Implement summer camps that emphasize environmental stewardship and conservation of Florida's coastal ecosystems through education and research.
3. Participate in education department planning and coordination of all programs.
4. Develop youth and adult education programs including teacher workshops.
5. Train and manage volunteers to assist or lead programs.
6. Develop and/or update training materials for volunteers.
7. Work with the Visitor Services Coordinator to ensure appropriate volunteer coverage for program operation.
8. Develop and implement new educational programs in conjunction with the Director of Education & Exhibits, Research Scientist, Aquarium staff and volunteers.
9. Work with Education & Exhibit Specialist in development and design of exhibit materials and layout.
10. Participate in various outreach programs representing Florida Oceanographic.
11. Work with area high schools to develop relationship with students as a resource for marine science content as well as volunteer purposes.
12. Coordinate with Director of Education and Marketing Specialist to promote education department programs.
13. Perform other tasks as assigned by the Director of Education & Exhibits or Executive Director.

Schedule Full time employment with some evenings and weekends required

Salary and Benefits

- Competitive salary position
- Full-time with medical benefits, 401K plan, plus paid holidays and annual leave.

Qualifications

- Minimum of a Bachelor's degree (Master's preferred) from an accredited university in marine biology, marine science, education, or related fields; strong background in marine sciences and coastal ecosystems preferred
- Minimum of two years teaching experience in environmental and/or marine-science programs; experience in creating curriculum and programming preferred
- Must demonstrate teaching skills and the ability to implement exciting, hands-on educational programs with enthusiasm and creativity
- Must possess organizational, leadership and communication skills, a strong work ethic, flexibility, creativity, self motivation and be able to work as a team
- Must be knowledgeable and efficient with Microsoft Word, Excel, Power Point and Publisher; knowledge of Adobe products preferred
- Must be an excellent swimmer and comfortable leading groups in the ocean; snorkeling and/or diving experience preferred; lifeguard and CPR certified preferred.

Applications available at www.floridaoceanographic.org
Fax application and resume to:
Ellie Van Os, Director of Education & Exhibits
Florida Oceanographic Society
Revised 07/27/2010 Fax: (772) 225-4725