



## **JOB POSTING**

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**Job Title:** Special Programs Host  
**Status:** Non-Exempt Status  
**Number of Positions:** 3

**Classification:** Part time  
**Reports to:** Director of Education  
**Posting Deadline:** 5/1/19

### **Description**

Reporting to Director of Education via the Public Programs Educator II, this position shall assist with the operations and functions of the Education Department of the Aquarium of Niagara. The Special Programs Host will assist in the design and development of the sleepover programs and birthday parties for members and guests at the Aquarium of Niagara and in the community. The Special Programs Host will perform the programming for the sleepover and/or birthday parties and other special programs. Aquarium sleepovers are held on Friday and Saturday evenings from 6:00pm-9:00am the following morning. Birthday parties are held Saturdays and Sundays, during normal business hours. Other special programs may be scheduled for any day or time (staff schedules are made well in advance and reasonable accommodations can be made).

The Special Programs host must model mutual support, excellent communication and joint problem-solving skills among Directors, Supervisors, Staff, Trustees, Volunteers and Vendors. He or she must cultivate, support and maintain a culture of inclusion and engagement (positive morale) at the Aquarium of Niagara.

### **Essential Responsibilities**

- Maintain a basic familiarity with the Aquarium's animal collection, and develop an understanding of the importance the collection plays in the fulfillment of the Aquarium's mission
- Respond to visitor observations and questions about the collections, or contact the appropriate animal care staff to answer a question or report a problem
- Recognize emergency conditions related to animal health and safety, and contact appropriate staff in a timely and efficient manner
- Serve as a first line instructor, presenting educational content to the sleepover and birthday groups
- Participate in the identification of subjects to be covered and the development of curriculum outlines and materials to be shared during sleepovers, birthdays, and special programs
- Assist with developing and evaluating the sleepovers, birthdays, and special programs
- Assist with the development of materials and activities for use by program participants
- Welcome sleepover, birthday party, and special program participants and give them a brief orientation about the sleepover program and go over with the participants what they will be doing during the sleepover
- Guide program participants through the institution and interpret and lead discussions regarding animal background, care and activities, environmental issues, and other topics of interest
- Serves as an educational resource to participants
- Maintain inventory of interpretive tools, including animal artifacts/bio facts and activity sets
- Maintain classroom areas and ensure cleanliness of educational spaces
- Assist with logistical planning and group orientation upon arrival to the Aquarium of Niagara
- Order, prepare, and setup food and desserts to participants
- Remain acutely aware of the presence of needs of guests of the Aquarium of Niagara at all times
- Maintain a friendly, courteous and helpful attitude towards visitors
- Always support the mission of the Aquarium of Niagara

### **Requested Requirements**

- Bachelor's degree in a natural science or education or a related field; or equivalent experience preferred
- Minimum 2 years' experience supervising and working with children
- Excellent communication skills (verbal and in writing)
- Outstanding customer service skills; able to represent the Aquarium of Niagara at all levels with professionalism and pride
- Ability to address groups of all ages and aptitudes
- Flexible team player; ability to work well with Aquarium of Niagara staff, project partners, and program participants.
- Ability to multi-task as part of a fast-paced team
- Must be able to work a flexible, fluctuating schedule (reasonable accommodations can be made)
- Able to lift 50 pounds and walk over uneven terrain and in all weather
- Able to participate in mandatory first aid, CPR and AED training
- Able to supervise a group sleepover and run programs during the sleepover
- Able to supervise a group birthday party and run programs during the birthday party

**Contact Information:** Provide resume and cover letter to: [Education@aquariumofniagara.org](mailto:Education@aquariumofniagara.org)

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.