



JOB POSITNG

Job Title: Seasonal Educator I
Status: Non-Exempt Status

Classification: Part Time/Seasonal
Reports to: Public Programs Coordinator

Description

Reporting to Public Programs Coordinator, this position shall assist with the operations and functions of the Education Department of the Aquarium of Niagara. The Seasonal Educator I will provide a supportive role in the Education Department, assisting with planning and organizing educational programs. The Seasonal Educator I will support senior education staff with educational programing and instruction.

The Seasonal Educator I must model mutual support, excellent communication and joint problem-solving skills among Directors, Supervisors, Staff, Trustees, Volunteers and Vendors. Cultivate, support and maintain a culture of inclusion and engagement (positive moral) 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 schools, guests, 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 the development of materials and activities for use by program participants
- Assist with developing and evaluating education programs, birthday parties, and special programs to assess educational value, cost-effectiveness, community needs
- Conduct education programs at the Aquarium, local schools, and community centers
- Assist with developing and implementing informal educational programs for registered participants and casual visitors
- Assist with the development of materials and activities for use by visitors and school groups
- Participate in the development and implementation of childhood programming and activity stations
- Build relationships with school districts, scouts, members, and other area cultural institutions through educational programing
- Welcome birthday party and special program participants and give them a brief orientation about the program and go over with the participants what they will be doing during the program
- 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

Regulatory Compliance

- Direct local and federal inspection agencies to the correct area of operation upon arrival to the Aquarium of Niagara
- Maintain knowledge of AZA standards and compliance issues

Operations

- Maintain classroom areas and ensure cleanliness of educational spaces
- Assist with logistical planning and group orientation upon arrival to the Aquarium of Niagara

Safety

- Possess knowledge of prudent safety procedures and policies for work within the department and with the animal collection
- Be aware of the use and location of personal protective equipment, and ensure equipment is in good, working condition

Volunteers and Student Interns

- Responsible to recognize and treat volunteers and interns as unpaid staff
- Commit to providing them with a beneficial and positive learning experience
- Plan and direct volunteers, shadows, and interns in primary areas of responsibility

The Public/Customer Service

- 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

Requested Requirements

- Preferred: Bachelor's degree in environmental education or a related field
- Previous experience working with young children, ages 18 months - 5 years
- Excellent computer skills including Microsoft Word, Outlook, Excel, PowerPoint, and Publisher
- 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
- 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
- Valid driver's license and a driver in good standing
- Able to lift 50 pounds and walk over uneven terrain and in all weather
- Preferred: Previous experience handling and presenting live animals

I have received a copy of this job description and have discussed its content with my supervisor. I understand and agree to abide by all responsibilities and duties of this position, and understand that I may be required to perform other assigned duties or tasks by my supervisor.

SIGNATURE

DATE