

<b>JOB TITLE:</b>	PUBLIC PROGRAMS & ANIMAL CARE COORDINATOR	<b>CLASSIFICATION:</b>	FULL-TIME, REGULAR
<b>DEPARTMENT:</b>	EDUCATION	<b>REPORTS TO:</b>	DIRECTOR OF EDUCATION & ENGAGEMENT
<b>PURPOSE:</b>	The Public Programs & Animal Care Coordinator (PPACC) provides direct educational services to the Center's guests and organized groups by designing and presenting aquatic-based, STEM enrichment programs. The PPACC is also responsible for the care and upkeep of the Center's live animal collection and the sales and promotions of public programs.		
<b>MAJOR DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Designs and implements educational enrichment programs for individuals and organized groups, primarily youth, but adults and families as well.</li> <li>• Is responsible for the development, implementation and growth of the following program areas: <ul style="list-style-type: none"> <li>• Overnight Program</li> <li>• High School Shadow Program</li> <li>• Teen Marine Institute</li> <li>• Camps</li> <li>• Scout Merit Badges/Scouting days</li> <li>• Special events</li> </ul> </li> <li>• Develops new ideas for programs (merit badge programs, etc...) and special events that enhance learning experiences.</li> <li>• Designs, disseminates and collects evaluation data on all programs for which s/he is responsible</li> <li>• Manages the Center's Education Animal collection. Includes, but is not limited to: Direct care of all animals in the Center's collection. Accession/de-accession of animals in the collection. Processes and keeps current all permits, SOPs, and animal care/use logs in accordance to AZA best practices. Maintenance of all animal enclosures, care equipment and commissary. Staff animal handling training.</li> <li>• Coordinates with the Museum Engagement Manager to recruit volunteers and create a pool of well-trained volunteers to assist with education animal care, camps &amp; other opportunities.</li> <li>• Trains, supervises and evaluates all volunteer or part time staff in his/her program areas.</li> <li>• Makes sure all physical aspects of his/her area of responsibility are in good working condition and for public viewing.</li> <li>• Develops and maintains the budget for all program offerings that s/he is responsible for managing.</li> <li>• Manages client relationships for program sales, promotions and fulfillment.</li> <li>• Manages vendors associated with program resources.</li> <li>• Assists/substitutes for other education department programs as needed.</li> <li>• Performs other related duties as assigned by the Director of Education &amp; Engagement.</li> </ul>			
<b>KNOWLEDGE AND ABILITIES REQUIRED:</b>			
<ul style="list-style-type: none"> <li>• Bachelor's Degree in biology, or environmental or general science. Concentration in aquatic/marine science, advanced degree course-work or experience in an informal education setting preferred. Teacher Certification a plus.</li> <li>• Minimum three (3) years of experience in an aquarium, zoo, or science center developing and teaching educational programs for school and organized groups.</li> <li>• Experience with supervision and training of volunteers or part time staff.</li> </ul>			

*The Center for Aquatic Sciences is committed to a policy of equal employment opportunity. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.*

- Demonstrate an understanding of the stages of and strategies for learning.
- Understanding of best practices with regard to marine and small animal care. Experience in caring for animals in a professional setting.
- Demonstrated skill with multi-media technology, database systems and websites.
- Must relate well to individuals of all ages, including adolescents.
- Demonstrated comfort and skill working with the public, and with a variety of audiences.
- Must be creative, well organized, self-starting and a team player.
- Driver's license and good driving record required.
- Ability to work a flexible schedule, including weekends and some evenings and holidays.
- Spanish speaking ability or other language proficiency preferred.

**PHYSICAL AND MEDICAL REQUIREMENTS:**

- Successful completion of pre-employment physical examination and drug screening.
- No history of allergy to plants or animals, which may interfere with the candidate's ability to work.
- Ability to lift 40 lbs.
- Clear criminal background check.

Deadline	October 20, 2018	Time:	5:00 pm EST
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