



JOB TITLE:	Assistant Manager of Youth Programs	CLASSIFICATION:	Full-Time, Hourly, Non-Exempt
DEPARTMENT:	Education	REPORTS TO:	Manager of Youth Programs
PURPOSE:	<p>Under the direction of the Manager of Youth Programs (MYP) and the Director of Programs, the Assistant Manager of Youth Programs (AMYP) assists in the planning and implementation of the Community and Urban Science Enrichment (CAUSE) and Explorers programs. The CAUSE program is a multi-year summer and after school program for Camden high school students that introduces them to advanced STEM topics including marine biology, ecology and oceanography as well as subjects related to career development, project management, and life skills. The Explorers program is a pipeline program for the CAUSE program directed at Camden youth in grades 7 and 8. The AMYP will collaborate with the Center team to ensure the achievement of the organization’s goals and mission.</p>		
MAJOR DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Assist the MYP in CAUSE and Explorer student recruitment, including preparing recruitment announcements, promoting through relevant channels (e.g., social media and community outreach) promoting, and interviewing and selecting candidates. • Assist the MYP in planning and implementing regular sessions with the CAUSE and Explorer students. • Cultivate and maintain a safe learning environment for all CAUSE and Explorer participants. • Coordinate and implement CAUSE and Explorer programming, including developing and executing lessons and activities and assisting with events, such as field trips, community outreach, and the annual “CAUSE for Celebration” party. • Research, prepare, and deliver educational materials for training, workshops, and/or presentations. • Assist the MYP with regular evaluations and audits of CAUSE and Explorer programming. • Prepare CAUSE students to implement summer camp programs with Camden youth, including cultivating teaching strategies, writing curriculum, and developing professional skills. • Provide student mentorship and guidance while maintaining safe, responsible boundaries. • Assist or support other Center programs as needed. • Perform other duties as required. 			
QUALIFICATIONS:			
<ul style="list-style-type: none"> • Willingness to support the organization’s mission and values. • Ability to represent the organization in a positive and professional manner. • A highly motivated individual who is an energetic team player with a positive attitude. • Must be flexible, creative, responsible, dependable, adaptable, and have enthusiasm for children and wildlife. • Excellent organizational skills, ability to multitask, and ability to provide exceptional customer service. • Ability to work independently and collaboratively with Center staff. • Willingness to work outdoors, around and with animals including reptiles, insects and marine invertebrates. 			



- Proficient in Microsoft Office products.
- Must adhere to company policies on behavior and conduct.
- Must possess a valid driver's license.
- Must be at least 18 years of age.
- Must pass clearances for working with minors, including a criminal background check, FBI fingerprinting, and review of the sex offender registry.

EDUCATION AND EXPERIENCE:

- A bachelor's degree in education, science, youth development or related field. An equivalent combination of education and experience are acceptable in lieu of a degree.
- Experience in educational programming, either in a traditional (e.g., K12 classroom) or nontraditional (e.g., museum, zoo, or aquarium) setting.
- Experience mentoring, coaching, and/or managing youth. preferred
- Ability to multitask and adhere to project deadlines.
- Strong oral and written communication skills.
- An understanding of working with learners from a variety of backgrounds and life experiences.
- Experience supervising interns or staff preferred.
- Spanish speaking ability or other language proficiency preferred but not required.

WORK ENVIRONMENT:

- Full-time, in person position.
- Must be available to work evenings and weekends as required.
- Ability to travel and drive a vehicle (car/15 passenger van) as needed.
- Generally, the work week for this position will be Tuesday through Saturday.

PHYSICAL AND MEDICAL REQUIREMENTS:

- Successful completion of pre-employment physical examination and drug screening.
- No history of allergies to plants or animals, which may interfere with the candidate's ability to work.
- Ability to lift 40 lbs.
- Must possess a valid driver's license

Please Note: Employment is contingent upon successful completion of pre-employment criminal background, fingerprint and driving record checks.

COMPENSATION:

- \$18.00-\$19.00/hour

HOW TO APPLY:

Send resume and cover letter to HR@aquaticsciences.org or visit our website at www.aquaticsciences.org

APPLICATION DEADLINE:

April 3, 2026