



JOB TITLE:	Assistant Manager of Community Programs	CLASSIFICATION:	Full-Time
DEPARTMENT:	Education	REPORTS TO:	Director of Programs
PURPOSE:	The Assistant Manager of Community Programs is responsible for developing, implementing, and ensuring the success of the Center’s outdoor programming in the Camden community. These include the Center’s fishing events, kayaking programs, river tours of the Delaware and Cooper Rivers, and walking tours of Petty’s Island and Cramer Hill Waterfront Park.		
MAJOR DUTIES AND RESPONSIBILITIES:			
Outdoor/Community Program Management:			
<ul style="list-style-type: none"> • Manages the day-to-day operations of the Center’s outdoor programs, including (but not limited to) fishing, kayaking, river tours of the Delaware and Cooper Rivers, and walking tours of Petty’s Island and Cramer Hill Waterfront Park. • Ensures permits for use of Pyne Point Park and Cramer Hill Waterfront Park are up-to-date and compliant with applicable regulations. • Maintains permission records for access to Petty’s Island and documentation of visitor authorizations. • Maintains equipment for CAS outdoor programs, including kayaks, personal floatation devices (PFDs), fishing rods, and radios. • Conducts regular risk assessment and takes necessary preventive or corrective measures to ensure the safety of community members, staff, and volunteers during programs. • Enforces safety procedures during outdoor and community programs. • Creates and fosters relationships with local community members and organizations. 			
Community Program Development and Assessment:			
<ul style="list-style-type: none"> • With the guidance of the Director of Programs, develops an annual calendar of outdoor and community events. • Collaborates with CAS staff across departments to develop, promote, implement, and evaluate community-related programs. • Refines and improves existing programs based on feedback and community needs. • Responds to community inquiries and disseminates information about CAS programs. • Assists in the recruitment, training, and supervision of part-time community staff, including community fellows and students in the CAUSE (Community And Urban Science Enrichment) program. • Conducts regular evaluations of both community programs and part-time staff. 			
Community Program Maintenance:			
<ul style="list-style-type: none"> • Cultivates and maintains the CAS <i>Vallisneria americana</i> (celery grass) collection. • Performs weekly water testing, including collecting weekly water samples to test for E. coli during the kayaking season, to ensure the water is safe for outdoor programs. 			



- Tracks the tides to plan for the best available dates for on-the-water activities.

Other duties as assigned

QUALIFICATIONS:

- Willingness to support the organization’s mission and values while providing exceptional guest service.
- 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.
- Demonstrated ability to remain calm under pressure and in emergency situations.
- Ability to establish positive and productive relationships with children, families, and coworkers.
- Ability to create processes and procedures as deemed necessary.
- Ability to work independently and follow directions and receive feedback from the Director of Programs and/or the CEO.
- A willingness to work outdoors, around and with animals including reptiles, insects, and marine invertebrates.
- Proficient in Microsoft Office suite.
- Must adhere to uniform policy and maintain professional appearance.
- Must adhere to company policies on behavior and conduct.
- Must possess a valid driver’s license with a minimum of four years of driving experience.
- Must be at least 18 years of age.

Candidate will be expected to obtain the following certifications, which can be done after hiring:

- New Jersey Boating Safety Certificate
- New Jersey Fishing License
- CPR and Wilderness First Aid Certifications
- American Canoe Association (ACA) instructor certification

EDUCATION AND EXPERIENCE:

- A bachelor’s degree in education, science, theater, or related field is preferred. An equivalent combination of education and one year of experience are acceptable in lieu of a degree.
- Must have a minimum of one year of experience in customer service. Experience interacting with diverse groups of people (e.g., ages, abilities, cultures and backgrounds) preferred.
- Experience working in interpretive educational settings such as schools, zoos, aquariums, environmental education centers, and/or combination thereof is required.
- Knowledge of grant-funded activities and reporting preferred.
- Experience supervising staff, interns, or volunteers preferred.
- Fluent in Spanish a plus but not required.



WORK ENVIRONMENT:	
<ul style="list-style-type: none"> • Typical weekly schedule is Tuesday-Saturday, 9am-5pm. • Full-time, in person position. • Flexibility in working weekends and evenings as required. • Flexibility in working holidays if needed. • Ability to travel and drive a vehicle (car/15 passenger van) as needed. 	
PHYSICAL AND MEDICAL REQUIREMENTS:	
<ul style="list-style-type: none"> • No history of allergies to plants or animals, which may interfere with the ability to work. • Ability to lift 50-60 lbs. • Ability to work in various weather conditions including rain, cold, and excessive heat • Ability to endure long training days, instruction, paddling, and towing • Strong core and upper body strength Ability to stand/walk for long periods of time over uneven terrain 	
<p><u>Please Note:</u> Employment is contingent upon successful completion of pre-employment criminal background, fingerprint and driving record checks.</p>	
COMPENSATION:	
<ul style="list-style-type: none"> • \$20.00-\$21.00/hour based on experience with medical, dental, 401K and free AAQ parking. 	
HOW TO APPLY:	
<p>Send resume and cover letter to HR@aquaticsciences.org or visit our website at www.aquaticsciences.org</p>	
APPLICATION DEADLINE:	Open until filled