



JOB TITLE:	Assistant Manager of Education, External	CLASSIFICATION:	Full-Time
DEPARTMENT:	Education	REPORTS TO:	Director of Programs
PURPOSE:	The Assistant Manager of Education, External (AME) assists in the development, management, and implementation of The Center’s off-site educational programs for diverse audiences, including youth, adults, families, and schools. The AME also helps cultivate new and existing audiences for Center programs.		
MAJOR DUTIES AND RESPONSIBILITIES:			
• Deliver the majority of The Center’s off-site educational programs for a variety of audiences with sizes ranging from small classroom programs to large events. • Create inventive educational programs that engage learners of all ages and support The Center’s mission. • Cultivate and maintain relationships with new and existing partners and clients. • Devise new lessons and activities and ensure existing ones are impactful and conform to relevant educational standards and The Center’s mission. • Serve as a point of contact between The Center and contracted educational programming partners, including K12 schools, libraries, after-school programs, and other related partners. • Assist in the training, evaluation, and mentorship of The Center’s part-time educational staff and education volunteers. • Ensure that both the outreach education and off-site ambassador animal use calendars are accurate and up to date. • Assist in the scheduling and preparation of relevant materials for Center-related outreach programs. • Prepare and manage survey reports and data. • Work in a team environment, creating a safe and fun experience for children. • Assist in supporting other Center-related educational programs as needed, including on-site programs at Adventure Aquarium, such as lessons, behind the scenes tours, and overnight events, and Camden community programs, such as outdoor events (e.g., fishing, hiking, or kayaking). • Perform other duties as required.			
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. • Ability to work independently and follow directions and receive feedback from the Director of Programs and/or the CEO. • 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.			



- A willingness to work outdoors, around and with animals including reptiles, insects, and marine invertebrates.
- An ideal position for a dynamic person who can think outside the box when it comes to devising inventive, mission-driven educational programs and cultivating new audiences for Center programs.

- 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.

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.
- Experience supervising staff, interns, or volunteers preferred.
- Valid driver's license with a clean driving record.
- Fluent in Spanish a plus but not required.

WORK ENVIRONMENT:

- Full-time, in person position.
- Flexibility in working weekends and evenings as required.
- Flexibility in working holidays if needed.
- Must be prepared to work overnight programs if necessary.

PHYSICAL AND MEDICAL REQUIREMENTS:

- No history of allergies to plants or animals, which may interfere with the candidate's ability to perform the work.
- Ability to lift 40 pounds.

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

COMPENSATION:

- \$18.00-\$19.00/hour based on experience with medical, dental, 401K, and free AAQ parking.

HOW TO APPLY:

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



APPLICATION DEADLINE:	Open until filled
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