

INTERPRETIVE SPECIALIST: AQUARIUM OF THE BAY & SEA LION CENTER

bay.org, an equal opportunity, nonprofit employer is seeking qualified applicants to join the team as an Interpretive Specialist for programs and staff at Aquarium of the Bay and the Sea Lion Center. **bay.org** is an umbrella 501(c)(3) nonprofit organization encompassing six divisions—Aquarium of the Bay, The Bay Institute, EcoCenter at Heron's Head Park, Bay Model Alliance, and the Sea Lion Center. All divisions are continuing to carry out our shared mission: **To protect, restore and inspire conservation of San Francisco Bay and its watershed, from the Sierra to the sea.**

We are currently hiring 3 full-time staff in the Education department who will focus on provided excellent informal conservation education programming for the Aquarium's and Sea Lion Center's thousands of visitors. Available shifts include Sunday-Thursday or Tuesday- Saturday, and some holidays. Reporting to the Associate Director of Education and Conservation, these positions encompass a variety of responsibilities including supporting daily departmental operation, program presentation, program development, and mentoring other Education staff.

PRIMARY DUTIES & RESPONSIBILITIES INCLUDE:

- Throughout the year, this position's primary duties are to provide daily interpretive programming at Aquarium of the Bay and the Sea Lion Center.
- Provides leadership to the Education team by modelling exemplary performance as an Interpretive Naturalist including:
 - Maintaining a positive attitude among staff
 - Following all Aquarium and Education Department policies and procedures, and having a secure knowledge of these policies;
 - Delivering high quality interpretation programs;
 - Proactively troubleshooting and/or communicating challenges through appropriate channels;
- During assigned supervisor shifts, responsible for overall education operations, including but not limited to:
 - Supporting departmental operations through consistent and timely response to issues that arise, inter- and intra- departmental communication and providing leadership for the part-time staff working that particular day;
 - Coordination of any daily schedule changes to accommodate call outs and other situations requiring staffing changes;
 - General office management, including handling incoming and outgoing mail and phone calls to the Education Department, and helping to maintain all exhibit and office areas in a clean and functioning manner
- Assists with training and professional development of new Interpretive Specialists;
- Assists with ensuring consistent and effective communication between the Education team, including bringing questions and/or concerns regarding day to day operations to the Education Manager;
- Completion of projects related to the organization's public programs as assigned, including but not limited to assisting with program development, execution of public programs, supplies management;
- Attendance at and participation in team meetings as scheduled;
- Support other organization-wide initiatives, including cross-division initiatives;
- Follow all bay.org safety regulations; and
- Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE:

- Bachelor's degree or higher or equivalent experience;
- Minimum one year of experience facilitating programming at an informal science/environmental education organization;
- Demonstrated excellent public speaking and presentation skills;
- Experience in staff management (*preferred*)
- Bilingual (*preferred*)
- For internal bay.org candidates, the following experience will also be taken into consideration:
 - Reliable attendance, including all trainings and staff meetings;
 - Consistent delivery of quality programs; and
 - No written warnings or disciplinary issues in last 90 days.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of local ecology, conservation issues, and interpretation best practices;
- Outstanding interpersonal, verbal, and written skills;
- Detail-oriented and strong multi-tasking ability;
- Able to pass a background check;
- Customer service oriented and the ability to interact with staff, volunteers, general public appropriately;
- Interest in and ability to be trained in the animal handling/animal presentation of any animal (marine or terrestrial) in the Aquarium of the Bay's animal ambassador collection as part of IN2 duties;
- Interest and ability to be trained on all public programs;
- Ability to work independently and in teams; and
- Ability to take initiative and see projects through to completion with minimal supervision.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to write and present engaging science programs. Ability to speak effectively before groups or individuals.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand (for up to 8 hours), sit, walk, and reach with hands and arms, and talk or hear. The position requires frequent visits to the exhibit areas (walking on concrete floors, climbing stairs), extensive time standing, intervals of time outdoors in varying environmental conditions, tolerance of high levels of noise, and extensive public speaking, sometimes in noisy environments. Must be able to lift 30 lbs. Must either have or are able to attain a California Driver's License and be willing to be trained to drive a large vehicle and drive for off-site meetings/programs with regularity. DMV clearance may be required upon hire.

Position Specifics:

- This is a full-time, 40 hours per week, hourly (non-exempt) position.
- Work schedule is Sunday – Thursday or Tuesday - Saturday. Must also be able to work periodic early mornings and evenings.
- Benefits are included (medical, dental, vision, 403B) after a 90-day introductory period has been completed; and
- Position's starting wage of \$17.00/hour.

To Apply:

To be considered for this position, please send a resume, a cover letter, and three references describing your interest and experience related to the position via e-mail to Abby Nickels, Associate Director of Education and Outreach abby@bayecotarium.org Position open until filled.