### POSITION DESCRIPTION

**Position Title:** Education Specialist  
**Department(s):** Education  
**Pay Range:** $9-$11/hour  
**Employee Category:** Full Time, Non-Exempt

### POSITION OVERVIEW
To deliver, establish, and assist in coordinating marine science education programs in classroom and outdoor settings. The position exercises a working knowledge of software including MS Office and registration/database management software. The ability to multi-task is essential and excellent independent work skills are required. The position must demonstrate the ability to interact professionally with the public, board of directors, MDC staff and volunteers. The individual must be a good team player and be willing to assist in other departments. The ability to establish working partnerships inside and outside the organization is essential. The position is expected to participate in most special events and fundraising activities.

### POSITION RESPONSIBILITIES
Educator duties include working with K-12 students to deliver marine science based, hands-on, feet-wet programs in a safe environment while encouraging active learning. The educator will have a working knowledge of the Indian River Lagoon ecosystem and the flora and fauna within. The educator will teach in a variety of settings including outdoors on boats (pontoon and kayaks), classrooms and public events.

This position will work with the Education Coordinator to coordinate camp programs for the school year and summer breaks. This includes but is not limited to organizing registration, scheduling activities, hiring and training summer camp staff, developing curriculum, and maintaining open communication with camper’s families.

This position will work with the Education Coordinator to develop and grow community programs. This includes but is not limited to field trips, homeschool classes, preschool classes, and family-oriented programs.

### OTHER RELATED FUNCTIONS
- Demonstrate a clear understanding of MDC’s mission and the strategic vision of the organization
- Comply with MDC Employee Handbook guidelines and expectations
- Prepare newsletter articles as requested
- Attend and/or participate in special fund-raising events at MDC as requested by Education Coordinator
- Participate in outreach speaking presentations as requested
- Clean and maintain grounds and facilities as needed
- Attend internal committee and staff meetings as required
- Assumes responsibility for professional growth and development
- All other duties as assigned by Education Coordinator

### WORK HOURS
40 hours a week. Schedule can vary but a typical schedule is 9AM-5PM, Monday-Friday. Occasional evenings and weekends will be required.
EDUCATION/TRAINING
- Bachelor’s degree in Environmental Science, Biology, or Education preferred or five years of work-related experience as an equivalent
- A background in K-12 education in either a classroom or an informal environmental education setting is preferred, but not required.
- Computer Skills: Microsoft Office Suite, Registration/Database management software

INTERPERSONAL SKILLS
- Must have excellent interpersonal, communication and organization skills to interact professionally with the general public, MDC Board of Directors, MDC staff, and volunteers.
- Must be a good team player and able to establish working partnerships inside and outside the organization.
- Must demonstrate excellent initiative, creativity, problem-solving and independent work skills.
- Must have a positive attitude, enjoyment of the outdoors, customer service experience, and an ability to deliver environmental education programs to both children and adults.

PHYSICAL REQUIREMENTS
- Sufficient strength and mobility to move about the facility and grounds, on and off boats
- Assist students, volunteers and guests
- Move educational equipment (lift at least 50 lbs)
- Corrected vision and hearing in the normal range
- This position requires both field and office tasks, therefore the applicant must be able to work in an estuarine environment including wading in water, walking on trails and kayaking. The individual must be able to work in sometimes adverse conditions that include rain, heat, insects, etc.

EXPOSURE TO HAZARDS
Many MDC operations involve being on, in or near water. Additionally, chemicals are used for various laboratory tests, in aquaria and in restoration work. All safety protocols must be followed.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

APPLICATION REQUIREMENTS
- Cover Letter
- Resume/CV
- Three Professional References
- A pre-requisite to employment will be a criminal background check per the Volusia County School Board Jessica Lunsford Act.

All documents must be submitted to Michelle West, Education Coordinator at the Marine Discovery Center by emailing michelle@marinediscoverycenter.org. Application closing date will be on March 20, 2020.