



Position Available
Discovery Center Manager
Buzzards Bay Discovery Center in Woods Hole
Seasonal - Summer

Background

The Buzzards Bay Coalition Inc. is a private, non-profit membership organization founded in 1987 and dedicated to the protection, restoration, and sustainable use and enjoyment of Buzzards Bay and its 432 square mile watershed. The organization works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy. We are supported by over 8,000 members in southeastern Massachusetts, Cape Cod and beyond. The Coalition has its headquarters in the 'Buzzards Bay Center' in New Bedford's Waterfront Historic District and a seasonal Buzzards Bay Discovery Center in Woods Hole, MA.

Position Description

The Buzzards Bay Coalition is committed to getting people outside and discovering Buzzards Bay and its watershed. The Discovery Center is a central tool in that effort with a marine touch tank, interactive quiz and lots of information on exploring the Bay and watershed. The Discovery Center is also the launching point for outdoor exploration programs around Woods Hole and Cape Cod.

The Discovery Center Manager will be responsible for staffing and managing the Coalition's Buzzards Bay Discovery Center in the village of Woods Hole, MA during the summer of 2015. This is an exciting opportunity to engage the public around our mission in the epicenter of marine research and education. Tasks include, but are not limited to the following:

- Ensure the Buzzards Bay Discovery Center meets its engagement goals including:
 - Providing an excellent visitor experience to the center.
 - Inspiring and facilitating outdoor exploration by visitors and guests.
 - Create, market, and deliver unique and exciting programming options.
 - Meet goals for new memberships, event registrations, and newsletter signups.
- Articulate the Coalition's mission and stay informed on the Coalition's work to respond to inquiries from visitors and members.
- Ensure the maintenance of the interior and exterior of the Center including maintaining touch tank and other exhibits and some light cleaning and landscaping.
- Manage and support volunteers assisting in outreach at the Center.
- Manage gift shop including providing customer service, sales, and accurate cashiering.
- Support all the Coalition's programs and activities through specific projects as needed.

Qualifications

- High school diploma or equivalent required and at least two years of college preferred.
- Ability to interact successfully with a variety of customers and Coalition members.
- Experience with education or outreach and a willingness to learn.
- Must be personable, self-motivated, and work independently and as a team.
- Familiarity with Buzzards Bay and Woods Hole a plus.
- Commitment to Coalition mission a requirement.
- Position requires working weekends.
- Because of work with the public, this position is subject to a criminal background check

Work Week and Compensation

This is a seasonal, summer position that includes work on weekends and holidays and is compensated at \$12.00/hr. There are two positions available and applicants interested in working anywhere from 15-35 hours/week are encouraged to apply. The Buzzards Bay Discovery Center is open everyday from Memorial Day to Labor Day.

To Apply

Interested applicants should email a cover letter, resume, and references to: Rob Hancock, VP Community Engagement at Hancock@savebuzzardsbay.org. This position was posted on January 30, 2015 and will remain open until filled.

www.savebuzzardsbay.org