



JOB DESCRIPTION

Title: Education Coordinator

Supervisor: Executive Director

Status: Full-time

FLSA Exempt: Yes

SUMMARY:

Working with the Executive Director, the Education Coordinator is responsible for developing, implementing, and expanding all aspects of the KBSTRRC's education and outreach program including onsite and offsite programming. The position also manages education volunteers and interns.

RESPONSIBILITIES:

Education Program Development:

- Plan, develop, and implement STEM-based curricula and lessons that meet North Carolina educational standards and are consistent with KBSTRRC's mission.
- Teach programs onsite, offsite, and online.
- Establish and build educational partnerships that expand KBSTRRC's mission and programs.
- Establish and implement a market-based fee structure for educational programming.
- Working with the Deputy Director, invoice and/or otherwise manage payments for onsite and offsite educational programs according to the established fee structure.
- Working with the Executive Director, seek funding to underwrite programming for schools that cannot afford it. For example, write grants, seek corporate sponsorships.
- Consistently seek creative opportunities to increase access to KBSTRRC's educational programming for underrepresented audiences, especially students.
- Market educational programs on the organization's social media, website, brochures, etc.
- Represent KBSTRRC and facilitate the organization's involvement in the Mid-Atlantic Marine Education Association and/or similar professional educational societies.

Onsite & Offsite Education Programs:

- Manage the tours@seaturtlehospital.org email address.
- Schedule special tours, which include educational tours, field trips, community group tours, large group tours, and other similar tours outside the ticketed public tours.
- Schedule the volunteers and staff, including self, needed to teach the special tours as well as to run the gift shop during the tours.
- Organize, market, and manage semi-annual Education Days.
- Manage special requests from school children and teachers that involve visiting KBSTRRC, such as job shadows and staff interviews for educational purposes. Work with Team Leaders and the Executive Director to evaluate and fulfill, if possible and appropriate, such requests.
- Manage education@seaturtlehospital.org email address (to be created).
- Schedule outreach and other offsite programs, including classroom programs, fairs and festivals, career fairs, and community lectures.
- Schedule the volunteers and staff, including self, needed to teach and/or staff outreach programs.
- Work with the Gift Shop staff to organize merch for fairs and festivals.

Onsite Hospital Tours:

- Work with staff, volunteers, and interns to implement public tours.
- Help develop and regularly update the educational script and messaging for public tours.

- Help train volunteers to deliver tours in an effective, educational, and entertaining manner.

Turtle Talks:

- Work with Beach Coordinators and others to implement Turtle Talks.
- Help develop and regularly update educational script and messaging for Turtle Talks.
- Train volunteers to deliver Turtle Talks in an effective, educational, and entertaining manner.

Volunteer & Intern Management:

- Recruit, train, schedule, and manage education volunteers.
- Train interns in delivering effective educational programs and experiences, including hospital tours, Turtle Talks, special tours, and mentoring.
- Manage the Junior Internship Program.
- Facilitate the organization's relationship with Sea Turtle Camp.
- Supervise the teaching aspects of KBSTRRC Internships and Junior Internships.

Other:

- Assist with tours, including giving tours, working the cash register, and working in the gift shop.
- Support the KBSTRRC mission by participating in sponsored programs and events.
- Participate in special projects such as assisting interns with education-related projects.
- Assist the Executive Director, Board, and other staff with special projects such as education hallway renovation and education center building projects.
- Other duties as required.

REQUIREMENTS:

- Willingness to represent KBSTRRC and contribute towards our mission.
- Minimum 2 years of experience teaching in an informal education setting.
- Minimum 1 year of experience teaching in a formal education setting.
- Experience developing STEM-based lessons that meet North Carolina teaching standards.
- Ability to manage and mentor volunteers and interns.
- Proficiency in internet use and standard Microsoft Office and Google computer software.
- Knowledge of social media (Facebook, Instagram, YouTube, Twitter) a plus.
- Must possess a valid driver's license.
- Must be available and willing to work occasional weekends and holidays.
- Must demonstrate good written and oral communication skills.
- Must demonstrate ability to work well with others, including staff, board, and volunteers.
- Must have earned a Bachelor's degree in a related field.

ADA REQUIREMENTS:

- Standing on a concrete floor for an extended period of time.
- Sitting at a computer for an extended period of time.
- Physical exertion such as bending, crouching, stooping, stretching, reaching, or similar activities.
- Lifting moderately heavy items such as totes with educational materials, specimens, displays, etc.
- Will be exposed to strong odors including cleaning products, seafood, and animal waste.
- Able to lift a minimum of 25 pounds.

DISCLAIMER: This job description indicates in general the nature and level of work, knowledge, skills, and other essential functions (as covered under the American Disabilities Act) expected. The Education Coordinator may be asked to perform other duties as required.