



Friends of MacArthur Beach State Park Job Description

Job Title:	Director of Education	Job Category:	Full Time/Exempt
Department/Group:	Education	Supervisor:	Executive Director
Employee Name:		Hire Date:	

Major Job Functions

This position encompasses responsibilities including, but not limited to, Education curriculum and program development and implementation, Education program budget management, program marketing and scheduling, internship program supervision, training and supervising volunteers, facility care and oversight, Junior Friends program organization, and summer camp program development and implementation. Friends of MacArthur Beach (Friends), Florida Department of Environmental Protection (DEP), and John D. MacArthur Beach State Park (MBSP) regulations, procedures, and policies will be followed and enforced.

Essential Functions

Employee must be able to: stand for periods of 8 hours; sit for periods of 4 hours; lift, push, pull, or carry up to 50 lbs; communicate both verbally in writing and in English (in person and using phone, Zoom, and email); must be able to navigate uneven terrain, walking on sand, trails and over roots; navigate ladders and/or step stools; must be able to bend, crouch, and kneel for less than 1 hour at a time. Have near visual acuity, far visual acuity, and peripheral vision; maintain visual and auditory supervision of program participants at a range of 50 feet; work on a computer including typing and navigating with a mouse for up to 8 hours at a time; consistently work in an outdoor setting with extreme weather conditions including but not limited to: hot, sunny, humid, rainy, and/or cold days. Employee must know, respect, and follow safety policies and procedures related to this field of work and ensure that volunteers follow same. Employee frequently communicates with students who have physical, mental, language, and behavioral issues and must be able to meet the learning needs of all students.

Job Duties and Responsibilities

- Develop education programs for students; research, develop, and implement curriculum for grades 1-12 with a focus on environmental education. All curricula must incorporate current state public education standards and DEP and MBSP policies and procedures.
- Schedule, supervise, and implement all education programs while upholding quality standards and constantly seeking to improve.
- Serve as liaison to schools, school board, and community organizations to promote and market environmental education programs.
- Keep current on industry principles and practices and maintain certifications and licenses necessary to uphold program standards.
- Perform all necessary recordkeeping and reporting for organizational and funding requirements.
- Plan, implement, and lead the marine science summer camp for campers aged 6-14 and counselors-in-training aged 15-17. Lead and ensure safety of groups during potentially hazardous water recreation activities.
- Lead the development of publications, brochures, news releases, and registration materials.
- Train and supervise staff and volunteers as related to implementation of educational programs with a commitment to teamwork.
- As internship supervisor, hire, train, and manage interns throughout semester, acting as their mentor.
- Foster relationships with local universities and colleges for future partnerships.
- Research, inventory, and care for educational equipment and supplies for program quality and safety. Keep education room and equipment room clean and organized at all times.
- Ensure a safe and welcoming facility; follow procedures of operation including cleaning and organization.
- Recruit, train, and supervise Junior Friends. Manage programming and facilitate monthly meetings and citizen science projects.
- Assist with grant research, writing, and management and with the reporting of awarded grants.
- Manage budget for Education program, including researching, purchasing, and tracking all expenditures.
- Assist with special events and community outreach, including on evenings and weekends.
- Represent the organization in a professional manner in line with Friends missions and goals.

The statements contained in this position description reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or functions.

Individuals may perform other duties as assigned, including work in other functional areas to ensure public safety and enjoyment and as part of the MacArthur Beach State Park team. Some evening and weekend work is required.

Employment is contingent on a 90-day probation period.

Required Skills/Abilities

Education and Experience:

- A bachelor's degree in education, environmental education, science, environmental studies, or a related field. Master's degree preferred.
- Minimum 5 years professional experience working in the public education system or nonformal education system with emphasis placed on science and/or environmental education.
- Demonstrated success in leadership and staff management. Ability to mentor college-aged students and the skills and experience to lead middle and high school students.
- Ability to understand and interpret the environments of MSBP and to communicate that knowledge in a variety of written, oral, and multimedia formats.
- Precise record keeping ability and attention to detail.
- Proficient in water recreation activities including kayaking, snorkeling, seine netting, and others or ability to become sufficiently proficient in these skills to lead groups participating in these activities. Certified lifeguard or ability to obtain lifeguard certification.
- Ability to establish and maintain effective work relationships and to interact professionally, effectively, and courteously with other employees, volunteers, and the public.
- Excellent oral and written communication skills.

Applicant Interviewer:	Veronica Frehm, Executive Director	Date:	
Applicant Accepted:		Date:	