



**Marine Education Specialist**  
**Pacific Whale Foundation's Discovery Center**  
**Education Department**  
**Job Description**



**General Summary of Position:**

Under the supervision of the Youth Education Manager, the Marine Education Specialist will coordinate and develop all aspects of programs for youth K-12. The individual must represent PWFDC by educating campers and students while protecting the ocean's resources through creating, planning and conducting interpretive programs in the fields of environmental education, marine education, natural and cultural history and resource protection which may include the use of live-animals. Candidate must have great communication skills, be personable and pleasant, well organized and flexible. Candidate must be a hard-working individual with superior organizational skills and attention to detail. Ideal candidate needs basic math skills and proficiency in the use of MS Office (Word, Excel and PowerPoint). Hours normally Monday-Friday, 8:00 a.m. to 4:30 p.m., with a possible monthly evening or day event.

**Minimum Knowledge, Skills and Abilities:**

- Combination of Bachelors Degree + 5 years experience in Education or related science or combination of Masters Degree and 3 years experience in Education or related science.
- Teaching experience.
- Curriculum development experience.
- Ability to work both as team player and self-starter.
- Background in environmental issues.
- Very dependable.
- Ability to create schedules.
- Works well with children.
- Creative/Artistic abilities.
- Proficient in MS Office (Word, Excel and PowerPoint).
- Lifeguarding, CPR and First-Aid certified.

**Main Responsibilities:**

**Camp (Selected Weekdays Year-round) -**

- Assist campers and parents.
- Demonstrate and encourage camper CHARACTERistics: respect, knowledge, cooperation, leadership and sharing.
- Lead opening and closing circle.
- Ensure the safety of program participants.
- Use current technologies to prepare and develop audio-visual activities.
- Perform administrative tasks for such duties.
- Develop opening and closing circle activities.
- Prepare and led educational activities on natural science/cultural subjects.
- Create lesson plan for designated activity.
- Assist in camp inventory.

**School Programs (May-October) -**

- Perform pre and post School Program duties such as set-up, clean-up and evaluations.
- Instruct educational programs for adults and children.
- Assist in creation of educational materials.
- Use current technologies to prepare and develop audio-visual activities.

**Experiential Learning Program (Selected Weekends Year-round) -**

- Coordinate schedule for Experiential Learning Program.
- Schedule instructors for ELP activities.
- Answer questions regarding ELP.
- Ensure the appropriate equipment and instructors are available for activities.
- Assist in further development of ELP.

**Special Events -**

- Plan, prepare, and instruct Keiki Whale-a-thon. (2<sup>nd</sup> weekend of February)
- Attend ARC Certification classes, if needed.
- Attend Marine Naturalist Courses and receive certification. (December and May)

**General -**

- Attend and help conduct teacher trainings, naturalists' trainings, and staff trainings.
- Assist with tide pool maintenance in Discovery Center.
- Provide input for educational materials, brochures, flyer, Discovery Center, and website by offering comments and support.
- Increase and challenge own abilities by attending workshops, lectures, and reading publications.
- Participate in department meetings.
- Maintain a clean work environment.
- Promote education programs through mailings and flyer distribution.