



## Oceanographic Teaching Station, Inc. Roundhouse Aquarium Teaching Center

**Position Title:** Seasonal Public Education Assistant

**Reports to:** Programs, Personnel and Marketing Manager

**Role Summary:** The Public Education Assistant will work on-site and will be responsible for monitoring the aquarium during public hours, managing volunteers and interns, and interacting with the aquarium guests.

**Hours per week:** Part-time, seasonal (April through September). Hours may vary but will typically be between 10-15 hours per week. Hours will be based on availability and the Roundhouse Aquarium public hours. Shifts will typically be scheduled on weekdays from 3PM-7:30PM and weekends from 9:30AM-2:30PM or 2:30PM-7:30PM. Must be available on weekends.

### Primary duties and responsibilities

- Responsible for opening and closing procedures during assigned shifts
- Assist with managing volunteers and interns
  - Delegate daily tasks and assign stations throughout the day
  - Educate volunteers and provide development and learning opportunities
- Maintain a professional and welcoming environment with guests, staff and volunteers
- Maintain public areas of the aquarium
- Educate guests and enhance visitor experience; encourage return visits
- Assist with public education and community events, as needed

### Requirements:

- Applicants should have a genuine interest in the environment, the ocean and marine life, and the desire to share and teach others about these topics
- Knowledge in marine biology, zoology, environmental science or a related field required
- Must have excellent guest service and communication skills
- Ability to adapt to a fast paced environment
- Must be comfortable handling and working with live animals and non-living animal specimens
- Must enjoy working with the general public, making public announcements, and interacting with kids and visitors of all ages
- Must be able to stand for several hours and maintain an alert, professional posture when not actively engaged with visitors, must be able to lift 50 lbs

**Minimum age:** 18

**Salary Range:** Starting at \$12/hour

**Send resume with cover letter to:** Brittney Olaes [Brittney@roundhouseaquarium.org](mailto:Brittney@roundhouseaquarium.org)

**Interviews will be scheduled ASAP.** Applications will close on **March 10<sup>th</sup>, 2019.**

**Questions?** Call 310-379-8117 or check us out on the web at: [www.roundhouseaquarium.org](http://www.roundhouseaquarium.org)