



# ROUNDHOUSE AQUARIUM TEACHING CENTER

MANAGED BY OCEANOGRAPHIC TEACHING STATIONS, INC.

## Program Educator

### **General Description and Purpose of Job:**

The full-time Program Educator will help develop, implement and present a variety of education programs and presentations to Aquarium guests and program participants, both on-site and off-site, in a professional and developmentally appropriate manner. A Program Educator will: follow established procedures to ensure content accuracy and proper care and use of Education materials and animals; promote a professional image and ensure a high level of customer service when teaching and representing the Roundhouse Aquarium Teaching Center; work a variety of days and times, including weekends, evenings, holidays and closing shifts as assigned. Work will include other duties as assigned or required.

### **Essential Job Functions:**

#### **Facilitation & Teaching of Programs**

- Facilitates and teaches on-site and off-site education programs for multiple grade bands including family/public programs (public education during public hours, community events, MB farmer's market, summer camp, guided behind the scenes tours, and birthday parties), on-site School Programs (virtual classes, classes in collaboration with West Basin, 1hr and 2hr onsite classroom programs, squid/fish dissections, plankton classes, beach exploration classes, and other class program types), Adult Programs (volunteer education, speaker series, and special events), and Outreach Programs (libraries, after school classes, Ocean Discovery Outreaches, and other types of outreaches).
- Staffs public visitation hours, and coordinate exhibit interpretation of marine animal displays.
- Deliver all programs in Spanish when needed or requested by guests.

#### **Other Duties**

- Develops curriculum and content materials for programs in accordance with NGSS and the OTS Program Department's Education and Science mission and professional standards.
- Prepares materials/supplies for all education programming as needed.
- Takes lead on specific departmental responsibilities (aquarium events, scout programs, day programs, evening programs, weekend programs, etc.)
- Assists in the care of Education Program animals as needed.
- Orders/purchases teaching tools and materials within budget guidelines and with proper authorization and only when assigned.
- Participates in the evaluation of programs to ensure high quality programs and teaching performance.
- Collaborate with all members of the Programs Education Team on other projects as assigned.
- Assist with marketing and promoting programs and events as needed, including but not limited to social media, flyers and posting on community calendars.
- Perform other tasks and duties as assigned and required, including but not limited to assisting with fundraising and cleaning the display tanks and the main exhibit floors to help make the aquarium ready for guests.

**Experience Required:**

- Bachelor of Science in education and/or science-related field required, and/or equivalent experience.
- Fluent in Spanish is preferred but not required.
- At least 2 years of experience teaching in an informal education setting.
- Experience teaching and presenting to multiple age levels and a variety of group sizes.
- Experience or comfort with using a microphone or voice amplifier.
- Basic knowledge of developmental learning theories.
- Current knowledge of major national education and interpretation trends and the NGS Standards, and FOSS Next Gen and Amplify teaching frameworks.
- Proficiency in use of computers including Microsoft Word, PowerPoint, Canva, Google, and Excel.
- Must possess a valid driver's license and an insurable driving record.

**Additional Position Requirements:**

- Excellent time management and organizational skills.
  - Ability to work independently as well as participate as a team member.
  - Ability to work positively and effectively with paid and unpaid Aquarium personnel.
  - Ability to actively engage children in educational settings.
  - Ability to write appropriate lesson plans for a variety of ages and audiences.
  - Ability to speak comfortably to adults, children and educators in both small and large groups.
  - Ability to lift 50 pounds and stand for six hours.
  - Ability to work with hands in water for an hour at a time.
  - Must be able to swim in the ocean or be comfortable wading in the surf zone.
  - Must be able to be outdoors in the sun for multiple hours at a time with little to no shade.
  - Must be comfortable in the sand, as we hold many programs at the beach surrounding the aquarium.
  - Must be comfortable driving our outreach van (cargo van).
  - Comfortable with handling a variety of small animals.
  - Excellent writing and public speaking skills.
- \* Flexible weekly schedule.
- \*\* Ability to work some weekends pending on program schedules.
- \*\*\* Ability to complete a Live Scan and TB test.

**How to Apply**

Please send resume, cover letter and 3 references via email only to: Marissa Wu at [hr@roundhouseaquarium.org](mailto:hr@roundhouseaquarium.org) by October 18th, 2025.

Oceanographic Teaching Stations Inc,  
Roundhouse Aquarium Teaching Center  
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