



Job Description

School Programs Coordinator

Summary: The School Programs Coordinator is directly responsible for the creation, implementation, execution and volunteer training of school-based programs at Loggerhead Marinelifelife Center (LMC). This individual will liaise with the Palm Beach County School District and coordinate successful educational programming both on campus and off campus.

Qualifications: Bachelor's Degree in Education, Biology, Conservation, or relevant discipline. Minimum two years working in marine science education. Must have the ability to lead environmental education programs for different age levels, and communicate effectively, both orally and in writing. Knowledge of K-12 curricula development, state education standards, and school district communications as well as Florida's coastal ecosystems is essential.

Reports to: Associate Director of Education

Job Responsibilities: Includes, but not limited to the following:

- Coordinate and manage LMC Field Trip program
 - Improve and maintain current program curricula
 - Expand Field Trip program portfolio
 - Tracking and training of program volunteers
- Develop and implement canned, LMC branded education curriculum based on up-to-date Next Generation State Standards and Ocean Literacy Principles
- Develop and maintain specialty workshop programs and relationships with homeschool groups
- Represent LMC at community STEM Educator events including: STEM Open House, Science symposiums and Science Nights
- Coordinate and host Educator Workshops throughout academic school year, including the creation of take-home professional development resources and curricula for educators
- Liaise with Palm Beach County School District and affiliates regarding curricula requirements, meetings, deadlines, etc.
 - Palm Beach County Cultural Education Committee (CEdC)
- Coordinate with Assistant Education Manager and Volunteer Coordinator to schedule and offer school outreach programs, including:
 - Off-site outreaches
 - Facilitate as needed
 - Expand school outreach program offerings
 - Maintain volunteer training program for offsite programming
 - Virtual Field Trips
 - Improve existing programs and expand virtual program portfolio
 - Gathering video content for digital educator resources
 - Facilitate programs as needed
 - Tracking and training program volunteers

- Turtles to Go, Save Our Seas Check-out Programs
 - Manage in-class curricula and resources for teachers to use in their classrooms
 - Track supply inventory
 - Maintain equipment and materials as necessary
- Coordinate Marine Science Academy program
 - Coordination with participating students throughout the school year
 - Develop new, dynamic and mission-centric experiences to develop field skills and college readiness
 - Manage student selection process each year and track individual progress and project development
 - Train volunteers as needed
- Develop and create educational resources for on and offsite school programs. This may include video submissions, lesson plans, website resources and more.
- Assist in training and supervision of Marine Education Interns, as pertains to relevant programs
- Work with Education team to successfully facilitate campus events
- Assist with the facilitation of educational programs both on and off LMC campus as needed
- Other duties as assigned

Skills Required:

- Positive, solutions-oriented, self-motivated and the ability to work both independently and with a team
- Minimum 2 years experience working in marine science education
- Enjoy working with students, teachers, and the general public
- Proficiency in Microsoft programs, such as Publisher, Excel, and Word
- Detail oriented and works with a high degree of accuracy
- Excellent oral and written communication skills
- Ability to complete tasks with limited supervision
- Highly organized and flexible

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. Successful applicant must be comfortable in a highly-dynamic environment in an active and busy office or outdoor setting. Must be willing and able to travel for offsite programming in LMC campus vehicle and possess a valid driver's license.

Introductory Period: It is the policy of LMC that all team members, including newly hired, transferred and promoted team members, will be carefully monitored and evaluated for an initial introductory period on the job. After satisfactory completion of the introductory evaluation, such team members will be evaluated on an annual basis.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Interested applicants may submit their resume, cover letter and three references to education@marinelife.org