



EDUCATION COORDINATOR

The Education Coordinator is responsible for overseeing the coordination, implementation, and evaluation of all Marine Mammal Care Center (MMCC) educational programs. The Education Coordinator will encourage students' awareness and appreciation of the environment, broaden students' knowledge of science concepts, and foster students' commitment to the protection of the natural world. The Education Coordinator works under the direct supervision of the Chief Operations and Education Officer (COEO).

Job Responsibilities

- Assure that the development, coordination, implementation, and evaluation of all educational programs presented are aligned with the requirements of program participants and in consideration of MMCC's mission.
- Prepare, organize, and evaluate curricula for all MMCC educational programs ensuring appropriate standards and mission are met.
- Teach (or schedule others to teach) all educational programs as well as all teacher training/professional development.
- Facilitate training of education volunteers on all education programs.
- Supervise education volunteers to ensure that lessons are taught according to the requirements of program participants and in consideration of MMCC's mission.
- Carry out and assist in developing appropriate student behavior through positive reinforcement strategies and techniques.
- Provide educational volunteers with ongoing support to review updates and changes in education programs.
- Coordinate with COEO to distribute surveys and evaluations for review of programs.
- Support COEO in ongoing education volunteer training.
- Assist in the promotion of MMCC's educational programs through phone calls, postal mail, email, etc.
- Provide supervision of students/youth at all times during the duration of classes and programs, extending to the release of students to guardians.

- Maintain the highest possible degree of safety.
- Enter new school and community programs into the databases.
- Maintain positive communication with program participants, their teachers/parents/guardians, as well as all visitors to the center.
- Responsible for notifying the COEO of any safety hazards.
- Staff the gift shop when requested.
- Staff the Center occasionally in the evenings and on weekends.
- Mandatory attendance at special events.
- Additional duties as assigned.

Qualifications & Requirements

- Ability to work independently with minimal supervision and demonstrate flexibility.
- Knowledge of California marine plant and animal life is highly desirable.
- Knowledge of California Native Americans, as well as local indigenous people is highly desirable.
- Ability to memorize and recall facts, figures, and information.
- Ability to move up to twenty-five pounds and set up equipment.
- Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
- Ability to work outside in a variety of weather conditions and temperatures.
- Regular, reliable, and punctual attendance is essential because of limited resources, costs, productivity, and quality continuity.
- Ability to interact successfully with supervisors, teachers, parents and students.
- Background check will be required.
- Computer (Macintosh, Microsoft Office) experience required or willingness to learn.
- Must possess a valid driver's license.

Required Skills

- Communicate effectively in both oral and written forms.
- Understand and carry out oral and written instructions in an independent manner.
- Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience

- Experience working at an educational institution.
- Experience as an interpreter, naturalist or equivalent also preferred.
- A strong background in thematic, hands-on programs.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities.
- Current CPR and First Aid Certificates are required within two months of employment.

Working Conditions

- Occasionally outdoors, requiring bending, stooping, squatting, lifting, and carrying
- Surfaces may be slippery
- Weekend, early morning, and evening work may be required.
- Changes in planned shifts may require flexibility in scheduling
- Location is the Marine Mammal Care Center Los Angeles in San Pedro, CA
- No housing or accommodations are provided

Required Application Materials

- Resume
- Two references relevant to the required skill set

If interested, please submit a resume and references in a single attached document to education@marinemammalcare.org

In the subject line please indicate: your last name_ Education Coordinator 2022