

## POSITION DESCRIPTION EDUCATION PROGRAMS MANAGER

<b>Position Title:</b>	Education Programs Manager
<b>Employment Classification:</b>	Full Time, Non-Exempt
<b>Reports to:</b>	Director of Education & Guest Experience
<b>Department:</b>	Education
<b>Salary:</b>	\$27.00 - \$30.00 per hour, benefits included
<b>Benefits:</b>	80 hours each of Vacation, Holidays, and Sick Time per year; 100% of premiums for medical, dental, life, and LTD; 401K and FSA Plans

*The Living Coast Discovery Center inspires the community to connect with and care for our coastal environment.*

### **JOB SUMMARY**

The **Education Programs Manager** is a key part of the Education & Guest Experience Department, directly overseeing a variety of school and public programs. Under the guidance of the Director of Education & Guest Experience and in coordination with the Community Programs Manager, this position contributes to and carries out the assessments, vision, and goals of the Education & Guest Experience Plan.

### **DUTIES AND KEY RESPONSIBILITIES**

#### **Program Management**

- Oversee school field trips, classroom and library outreach, day camps, overnight adventures, scout programs, birthday parties and rentals, compost and sustainability programs, and other school or public programs as they arise.
- Track and report program numbers and budgets for fee-based and grant-sponsored programs.
- Maintain an understanding of current school standards and trends, and oversee development of aligned curricula.
- Assist with compliance protocols of school and public programs, including but not limited to internal safety procedures, partner contracts, insurance, and personnel records.
- Oversee all administrative tasks relating to the booking and scheduling of programs.
- Purchase program materials and coordinate with third party vendors and suppliers.
- Work closely with the Marketing & Communications Manager to develop strategies and collateral for growing, selling, and filling all fee-based, grant-sponsored, and free programs.
- Cultivate and maintain community relationships in both the formal and informal education fields, particularly those serving over-excluded populations.

#### **Personnel Management**

- Directly supervise the School Programs Education Specialist and Public Programs Education Specialist, and share oversight of diverse team of Education Instructors, Assistants, and Interns.
- Manage schedules, timecards, and all aspects of hiring, training, and development of personnel.

#### **General**

- Appear as a spokesperson on related media opportunities (includes live on-camera or on-air spots).
- Research, develop, and implement new strategies and programs related to the field.
- Work closely with the Development Manager to research, contribute to, and track related grant applications and reports, contributing innovative ideas for securing additional funding.
- Attend all relevant meetings, including weekly manager meetings and biannual grant and marketing meetings, to provide insight and direction for the Education department.

- In rotation with other organization managers, conduct operational manager duties such as responding to guest issues, helping in the gift shop, responding to emergencies, and opening / closing rounds and checks.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Required**

- B.A./B.S. or equivalent experience in zoology, education, conservation, or other related field.
- 2+ years of experience coordinating programs in a school, zoological institution, nature center, museum, or amusement park, including management of paid staff.
- 2+ years of experience teaching students or groups in a formal or informal setting.
- 1+ years of experience in the handling and presentation of animals in interpretive programming within a zoological institution or museum.
- Working knowledge of endemic and exotic wildlife and ecosystems and/or coastal and wetland environmental issues.
- CPR/First Aid Certified or ability to obtain within first 6 months.
- California Driver License or ability to obtain within first 12 months.
- Proven ability to work cooperatively, enthusiastically, and promote a quality guest experience.
- Strong interpersonal and leadership skills; demonstrated ability to supervise and work with a variety of professionals while promoting positive team dynamics.
- Proactive self-starter with the ability to work independently. Must be able to set priorities, solve problems, and be resourceful under pressure.
- Excellent written and verbal communications skills.
- Thorough knowledge of Microsoft Office Suite.

### **Preferred**

- Bilingual English/Spanish.
- Knowledge of Adobe Creative Suite, Outlook, Google Apps, Blackbaud Altru, Volgistics, or other management programs.
- Experience working with and/or managing volunteers, interns, and docents.
- Experience coordinating and/or managing rentals and special events.

## **WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

This position is a combination of an office job and out-of-office teaching and engagement with people from diverse backgrounds. Majority of work is onsite, with occasional driving to meetings and events. Physical requirements include remaining stationary or traveling, typing, reaching, and lifting up to approximately 20 lbs. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires varied, flexible hours. A typical schedule is Sunday - Thursday 8:30 – 5:00 (9:00-5:30 when closing manager on duty), with the ability to flex to Saturdays on occasion, but can vary depending on events, meetings, and other opportunities. This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

**Please email cover letter and resume to Shayna Foreman, [shayna@thelivingcoast.org](mailto:shayna@thelivingcoast.org)  
By Friday, February 28, 2025.**