



Puget Sound Estuarium

Estuarium Lead Interpreters (11-30 hours/month)

QUALIFICATIONS

Personal traits to include:

- Committed to the Puget Sound Estuarium's mission to foster learning opportunities that inspire people of all ages to connect with, protect, and enjoy the unique estuary environment of south Puget Sound
- Ability to maintain cleanliness of facility
- Excellent verbal skills
- Ability to educate persons of varying age and backgrounds
- Exudes a positive attitude
- Excels at working with a wide variety of community members/volunteers
- Interpersonal skills essential for working collaboratively with staff, board, donors, partners, and the regional community

Education and professional experience desired to include:

- Minimum of four-year degree in education, communications, natural resource management, marine biology, business or public administration, or related field
- or Currently enrolled in college course in environmental or marine biology field
- Previous work at another non-profit highly desired
- Education in marine or biology fields highly desired

Computer skills:

- Office Suite: Word, Excel, and Publisher
- Google Drive/Calendar
- Social: Facebook, Twitter, YouTube
- Internet: Wordpress, Joombla a plus
- Square/Paypal

Applicant will use their own personal computer and easily learn new computer programs/apps.

Applicant will be subject to a background check before hire.

MAJOR RESPONSIBILITIES

Open Hours

- Ensure the Estuarium is open during open hours
- Complete all opening, during open hours, and closing procedures, which broadly include:
 - Managing volunteer interpreters or interns
 - Light cleaning duties
 - Checking tanks
 - Feeding animals (training provided by Lead Aquarist)
 - Charging admissions
 - Providing Estuarium tours to the public
 - Coordinating quarterly Estuarium volunteer orientations
 - Selling gift shop items

Rotating Exhibits

- In coordination with the Executive Director, contribute to rotating exhibits when there are no visitors at the facility

There will be 3 Lead Interpreters on staff to fill 4-5 weekend shifts each month. At the end of every month, the Lead Interpreters will be sent the weekend schedule for the next month. They can sign up for shifts on a first come, first served basis. The Executive Director makes the final decision on staffing shifts. Position pays: \$13.50/hour for between 11-30 hours/month. Lead Interpreters report to the Executive Director. At least one year commitment is highly desired. Ongoing compensation after one year is dependent on the receipt of grants and other funding.

Applications are due no later than February 28, 2018, but eager to hire before February 1st. Please email Sasha@SSEACenter.org your cover letter, resume, and any other relevant application materials. Applicant will start in February; will accept applications until 3 positions are filled.