



Job Title: Program Coordinator (full-time)

Department: Education and Interpretation

Reports to: Director of Education & Interpretation

Starting hourly wage: \$12-\$15 per hour (30-40 hours per week)

General Summary of Qualities

The Greater Cleveland Aquarium is seeking an enthusiastic, passionate, conservation-minded individual to join the education and interpretive team. The Program Coordinator must enjoy working with kids and adults of all ages, love sharing their passion for science and the environment, have a knack for both organization and creativity, and be able to work both individually and as part of a team. The Program Coordinator is primarily responsible for developing and facilitating group programs including birthday parties, teaching education programs, and coordinating group ticket sales.

Responsibilities

As a Program Coordinator you will:

- Develop, book, and facilitate Aquarium group programs, including birthday parties
- Teach in-person education programs to groups including schools, scouts, daycares, homeschool families, and adults
- Lead virtual education programs through video conference technology like zoom
- Interpret galleries and exhibits for guests through engaging conversations about animals, conservation, and Aquarium operations
- Promote Aquarium initiatives at on-site and off-site events through interactive tabling, educational activities, and crafts
- Coordinate and book self-guided group sales tickets including students, adults with disabilities, and tour bus companies
- Assist with program preparation, set up, and clean up
- Develop interpretation and classroom management skills
- Maintain, organize, and update program supplies
- Other duties as assigned by Director of Education and Interpretation

Position Requirements

- Ability to work with people with a diverse variety of abilities and backgrounds
- Excitement for working with students and adults
- Passion for animals and the environment
- Comfort speaking to both small groups and large audiences
- Ability to work independently and as part of a team
- Willingness to handle ambassador animals for programs
- Ability to work weekdays and weekends, with a flexible 5-day work week schedule
- Punctual and reliable
- Highly organized
- Prior work with students is preferred
- Degree in a science or education field is preferred

- Prior experience developing, booking, and coordinating programs is a plus
- Must pass a background screening

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently stand, walk, and use of hand dexterity for fine movements and handling
- Occasionally bend, stoop, crouch, and reach
- Occasionally lift and carry supplies up to 20 pounds

To Apply

The Aquarium is an equal opportunity employer. To be considered for this position, please submit resume and cover letter to Erin Carpenter, Director of Education and Interpretation, ecarpenter@greaterclevelandaquarium.com.