



**Job Title:** Program Associate

**Job Status:** Part-time

**Schedule:** Weekend availability, up to 27 hours/week

**Hourly Wage:** Starting at \$11.30/hour

**Department:** Education & Interpretation

**Reports to:** Program Coordinator

### **General Summary of Job Duties**

Greater Cleveland Aquarium is seeking an energetic, conservation-minded Program Associate to help create memorable, meaningful experiences for guests of all ages. This role plays a key part in facilitating children's birthday parties and educational programs, supporting group visits and inspiring curiosity about aquatic life and environmental stewardship.

### **Key Responsibilities**

- Facilitate children's birthday parties and celebration rentals.
- Lead fun, organized activities that keep kids active, engaged and safe.
- Prepare party rooms and ensure smooth setup and cleanup.
- Welcome and assist with group sale visits.
- Maintain and organize program materials and supplies.
- Assist with coordination of birthday party bookings and group sales.
- Assist with program preparation.
- Interpret galleries and habitats for guests through engaging conversations about animals, conservation and Aquarium operations.
- Teach education programs to groups including schools, scouts, daycares, homeschool families and adults.
- Represent the Aquarium at onsite and offsite events with hands-on activities, crafts and conservation messaging.
- Develop interpretation and classroom management skills.
- Lead virtual education programs through video conference technology, like Zoom.
- Support the Program Coordinator and Director of Education & Interpretation as needed.

### **Requirements**

- Create a fun and enthusiastic environment.
- Engage with party hosts and their guests in a friendly and professional manner
- Availability Saturday and Sunday (typically 10 – 20 hours per week).
- Enthusiasm for working with children, families and adults.
- Ability to work with people with a diverse variety of abilities and backgrounds.
- Passion for animals, science and environmental education.
- Confidence speaking with groups of all sizes.
- Ability to work independently and as part of a collaborative team.
- Strong organizational skills and reliability.
- Prior experience working with students (preferred).
- Coursework in science or education (preferred).
- Ability to pass a background and drug screening.

## **Physical Requirements**

With reasonable accommodation, you should be comfortable with:

- Standing, walking, and performing fine motor tasks frequently.
- Bending, stooping, crouching, reaching, and occasionally climbing ladders.
- Lifting, carrying or pushing up to 20 pounds.

## **To Apply**

Greater Cleveland Aquarium is an equal opportunity employer.

To be considered, please submit your resume to:

Kelsey Hendrix, Program Coordinator

[khendrix@greaterclevelandaquarium.com](mailto:khendrix@greaterclevelandaquarium.com)