



Job Title: Program Associate

Job Status: Part-time

Schedule: Weekend availability, up to 27 hours/week

Hourly Wage: starting at \$11.30

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, educational programs, supporting group visits, and inspiring curiosity about aquatic life and environmental stewardship.

Primary Responsibilities and Duties

- 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 exhibits 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 on-site and off-site 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.

Skills, Education and Other 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

The Greater Cleveland Aquarium is an equal opportunity employer. To be considered, please submit your resume to Kelsey Hendrix, Program Coordinator, khendrix@greaterclevelandaquarium.com