

EDUCATION SPECIALIST I & II (Non-Exempt)

JOB SUMMARY: Under the direction of the Chief Operating Officer, the Education Specialists assist in the development and presentation of non-formal education programs for visitors and groups of the Oklahoma Aquarium. This is a full-time position with hours generally on Monday through Friday, 8:00am to 5:00pm, but occasionally may require nights or weekends to accommodate special circumstances.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Assist in the writing, development and implementation of on-site education programs and other activities at the Oklahoma Aquarium.
- Understand and implement the Oklahoma Science Standards into the on-site education programs.
- Prepare and implement non-formal education programs for presentation to the visiting public at the aquarium.
- Present on-site programs to visiting school groups in an engaged and competent manner.
- Aid in the care and tank maintenance of education animals.
- Answer phones and check e-mail for the education department.
- Maintain calendar of education events and/or programs to share with other departments throughout the aquarium.
- Assist with posting content to social media pages and website.
- Assist other departments as needed for Aquarium-sponsored events such as Halloween and Aquarium Run, and other Aquarium-sponsored special events such as Mother's Day, Father's Day and food truck events, etc.
- Assist in training of volunteers and other education staff, as needed.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Outstanding organizational, time management, interpersonal, writing, and communication skills.
- Unique ability to apply experience to think innovatively and creatively about programs.
- Ability to perform duties in stressful situations with calmness and tact.
- Ability to contribute positively to a diverse and equitable work environment.
- Develop collaborative, productive, and respectful relationships with employees and guests.
- Ability to work non-standard days/hours.
- Ability to travel on a limited, as-needed, basis – including occasional overnight travel.
- Demonstrate professionalism at all times.
- Demonstrated ability to accurately follow instructions, both verbally and written.
- Perform other related duties as requested.

MINIMUM AND PREFERRED REQUIREMENTS:

EDUCATION SPECIALIST I

- B.A. or B.S. in education or a biological science.
- Strong interpersonal, public relations and communications skills, including the ability to make presentations is required. Excellent record keeping, written and oral communication skills.
- Must be highly skilled in working with children in a calm, yet energetic and friendly manner.
- Professional appearance, customer service attitude and ability to handle complaints with diplomacy.
- Proficient in Microsoft Office and ability to learn additional programs utilized in admission and membership sales and group reservations.

EDUCATION SPECIALIST II

- B.A. or B.S. in education or a biological science.
- Knowledge of experience with marine and freshwater biology, preferred.
- Experience in informal education settings, preferred.

- Strong interpersonal, public relations and communications skills, including the ability to make presentations is required. Excellent record keeping, written and oral communication skills.
- Must be highly skilled in working with children in a calm, yet energetic and friendly manner.
- Professional appearance, customer service attitude and ability to handle complaints with diplomacy.
- Proficient in Microsoft Office and ability to learn additional programs utilized in admission and membership sales and group reservations.

WORKING ENVIRONMENT

The duties of the Education Specialist will be performed in multiple locations, including, but not limited to a climate-controlled office environment, the public and restricted areas of the Jenks Aquarium and/or the offices and venues of vendors, patrons and donors. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Occasional lifting of up to 25 pounds may be required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

Hearing: Hear in the normal audio range with or without correction.