



Title: Part Time Sea Center Interpreter
Classification: Non Exempt
Department: Sea Center
Reports To: Sea Center Manager
Created: August 2011

Position Summary: Oversees day to day operations of exhibit areas at the Sea Center, including ensuring adequate exhibit staffing, monitoring exhibits, assisting with volunteer supervision and training, ensuring quality customer service, ensuring cleanliness standards, and monitoring safety issues. Serves as interpreter at exhibits and interacts with visitors. Assists with developing and running programs and works collaboratively with all Sea Center staff to achieve overall Sea Center objectives.

Specific Responsibilities:

- Delivers outstanding dynamic educational experiences, exhibit interpretation, and programs for general visitors and specific audiences.
- Provides top-notch customer service in all contact with external and internal patrons.
- Develops and maintains a comprehensive knowledge of marine science content and the best practices of science education teaching in the formal and informal education fields.
- Works in conjunction with the Volunteer & Interpretation Manager to ensure adequate volunteer staffing of the Sea Center.
- Communicates policies, procedures, standards of service and general information to all volunteers, including orienting new volunteers to these policies.
- Creates training materials and trains volunteers during shifts and in evening hours.
- Helps staff Sea Center booths at career and volunteer fairs.
- Works with the Program Coordinator to implement, evaluate, and refine programs.
- Works with the Education Coordinator to ensure all formal school groups are provided an excellent experience.
- Works with the Aquarist to assist with Aquarist duties.
- Participates as an effective, responsible, and energetic team member.
- Maintains safe and clean exhibits, programs, and work space.
- Assists with other Sea Center needs and duties, as assigned.

Essential Requirements:

- Excellent interpersonal skills and ability to interact with varied individuals and groups
- Strong organizational and leadership skills, with proven track record as an effective team member
- Excellent customer service skills
- Ability to speak in public and organize presentations
- Available to work weekends, evenings, and occasional holidays
- Background in marine science
- MS Office skills
- Bilingual fluency a plus

Work Environment:

- Standard office environment, plus work throughout the Museum and outdoors
- Significant telephone and computer work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of light loads (10 lbs)



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The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Signatures:

Employee

I have read this position description and understand its contents.

Employee Signature

Date

Museum

This position description accurately describes the critical and important duties assigned to this position.

Department Head

Date

Director Finance & Administration

Date

Human Resources

Date

Background Investigation:

Yes No

Type: Reference SS Verif./Eligibility Verif. Felony/Misdemeanor
 Driving History Academic Degree Prof. License
 Other _____

Reason: _____