

Adult and Family Education Assistant Coordinator
Chincoteague Bay Field Station / Wallops Island, VA
www.cbfieldstation.org/employment

Chincoteague Bay Field Station

Chincoteague Bay Field Station is the residential field station of the Marine Science Consortium. We are located near a wealth of ecologically significant and environmentally rich habitats, such as productive saltmarshes, pristine barrier island beaches, peaceful cypress swamps, and sheltering maritime forests. The Chincoteague Bay Field Station provides outstanding multi-disciplinary, educational, and research opportunities that celebrate the rich natural, cultural, economic, and technological resources of the mid-Atlantic Coastal region through field-based and hands-on learning, often in affiliation with multiple public and private partners. To accomplish this mission, the Field Station provides a unique set of educational and research experiences; maintains research collaborations among member universities, NASA Wallops Flight Facility, US Fish and Wildlife Service, National Park Service, and other public and private partners; and offers several programs for pre-college, university, and adult learners.



Adult and Family Education Assistant Coordinator Position Description

The Adult and Family Education Assistant Coordinator (AFEAC) will lead adult and family groups of all ages and teach a diverse array of topics that highlight the dynamic ecosystems of a barrier island. Adult and Family programs are varied and include many topics and activities, such as:

Marine Education
Kayaking and Bicycling
Photography
Basketry
Homeschool Programs

Historical Tours
Boat Trips
Campfire Programs
Organism Collection and Labs
and More!

This position also includes a large amount of indoor administrative tasks, particularly at certain points during the season. The AFEAC will also achieve valuable supervisory experience as they help to manage our summer seasonal program staff. This position reports to the Adult and Family Education Coordinator.

CBFS is dedicated to the goal of building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment and strongly encourages minority applicants.

Benefits:

- Salary: \$20,280 annually
- On-station staff housing provided: furnished 800 sq. ft. two bedroom apt, one bathroom, kitchen and living room, central heat and A/C, shared with max. one roommate
- On-station meals when programs are in session
- Free laundry facility attached to housing
- Accrued vacation and sick leave

Responsibilities:

General:

- Assist the Adult and Family Education Coordinator in coordinating all Adult and Family Programs
- Assist with planning and implementation of age appropriate program experiences with a variety of activities
- Assist with staff hiring
- Assist with management and coordination of summer staff
- Complete additional administrative tasks as requested
- Complete basic equipment and aquaria maintenance

Program Responsibilities:

- Prepare materials and paperwork for upcoming programs
- Process program registrations
- Assist in the coordination of program logistics, including the transportation of program participants
- Provide excellent customer service to program participants
- Lead participants of all ages through daily activities
- Lead outdoor programs such as kayaking and bicycling
- Assist with preparing and cooking seafood feasts for certain programs
- Alertly and actively interact with and supervise participants, giving them undivided attention
- Set up, take down, clean, and organize program areas

Preferred Experience:

- Teaching experience and/or leadership experience in informal education or camp settings
- Experience teaching multiple age groups, from young learners to adults of all ages
- Experience with summer camps and/or outdoor adventure programs
- Previous experience working on boats (preferred but not necessary)
- A degree in Education, Outdoor Recreation, Marine Biology, Environmental Sciences, or other relevant field
- Kayaking, biking, and tour group experience is a plus!



Requirements:

- Minimum BA or BS Degree
- Must be comfortable working long hours outdoors and on boats
- Ability to connect with, encourage, and direct participants of all ages
- Must be energetic, enthusiastic, friendly and motivational
- Ability to think fast, make decisions, and enforce rules
- Must be organized and have attention to detail
- Must enjoy interacting with people, putting into action the belief that first impressions are important with every personal contact
- Valid driver's license with 2 or fewer moving violations in the past 2 years and no DUI or DWI charges
- Must be willing and able to obtain a VA Commercial Driver's License
- Ability to submit record to NASA in order to obtain security clearance
- Must obtain CPR/First Aid certification prior to starting

How to Apply

Please email a cover letter, resume, and three professional references to the Education Director, Alex Ramey, at educationdirector@cbfieldstation.org.

Or mail a hard copy to:

Adult and Family Assistant Education Coordinator Application

ATTN: Ms. Alex Ramey

Education Director

Chincoteague Bay Field Station

34001 Mill Dam Road

Wallops Island, Virginia 23337

757-824-5636

Application Deadline: December 1st, 2018

Tentative position start date: January 2nd, 2019

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.