



**EDUCATOR
Job Description**

MISSION: Learning, healing, and celebrating nature’s beauty with tropical butterflies and marine life.

POSITION SUMMARY: This position ensures our educational programming and guest experience are met to the highest standard. At the Butterfly House & Aquarium, the Educator will engage with guests of all ages and assist with the implementation of the educational component of the mission at the Butterfly House & Aquarium. The Educator will be responsible for designing, prototyping, and writing curriculum for the Education Department. Further, the Educator will deliver educational content using many types of communication methods; including but not limited to, on-site and off-site program presentation, casual guest encounters, and facilitating guest interactions with ambassador animals.

DIMENSIONS:

Plan and develop educational programming based on the guidance of the Education Director in order to meet the departments’ strategic planning goals. 40% of the Work Period

Present programs with consistent conservation messaging and engage in exhibit interpretation, Facebook Live presentations, and educational encounters in the Discovery Den, the Tide Pool, Shark & Stingray Pool, Butterfly House, or throughout the facility. 25% of the Work Period

Implement educational programming with consistent conservation messaging for Ocean in Motion programs, off-site community events, fairs, schools, nursing homes, or as requested by other organizations. 25% of the Work Period

Provide care for ambassador animals; including, feeding, watering, enrichment, daily handling, and scheduled and impromptu animal encounters. 10% of the Work Period

PRIMARY DUTIES AND RESPONSIBILITIES:

Time commitment for all duties varies throughout year depending on seasons and daily needs.

- *1. Schedule, plan, develop, and implement educational programs for school field trips; including, designing pre and post field trip activities, designing educational field guides, welcoming groups, presenting program/information, giving the rules, and guiding groups through facility rotations.
- *2. Schedule, plan, develop, and present education programs or other activity, as requested, for group visits, such as day cares, preschools, scout groups, church groups, senior groups, tour groups, and more, including welcoming groups, giving the rules, and guiding groups through facility rotations.

- *3. Plan, develop, and implement educational programs for daily visitors and special educational events: including, but not limited to various camps, scouting groups, Kid-venture classes, Flashlight Tours, community fairs, off-site outreach, member appreciation night, Facebook Live presentations, and other on-site educational events.
- *4. Provide guided tours, educational talks, and ambassador animal encounters to guests both impromptu and according to scheduled activities. During high volume guest visitation times, be present in Cove, Butterfly House, or Discovery Den to enhance guest experiences by adding additional educational experiences and guest interaction opportunities.
- *5. Schedule and provide the educational component for Ocean in Motion (OIM) programs at schools, daycares, nursing homes, and other community outreach events; including, driving OIM vehicle, presenting programs, setting up artifact table, and assuring the safety of the animals through supervised guest animal encounters. Scheduling is done by request or based off of sponsorship agreements and community partnerships as arranged by the CEO, Marketing Coordinator, and Education Director.
- *6. Schedule, plan, develop and implement Birthday Party Experiences; including, providing an age-appropriate educational program and animal encounter, completing a craft activity, and hosting the group throughout the facility for an additional 1-hour while visiting exhibits (total time: 2 hours).
- *7. Other duties as assigned by the Education Director.

*Essential job functions per ADA guidelines.

QUALIFICATIONS:

A Bachelor's degree in Education, Biology, or equivalent is preferred.

A minimum of one year of work experience in a public aquarium or similar setting is required.

A minimum of one year of experience in a formal or informal education setting is required.

Must be comfortable working with and handling insects (particularly butterflies), spiders, reptiles, marine animals, and plants, and demonstrate consideration for their health and well-being.

Must have experience effectively working and dealing with the public in a positive manner. Ability to work with volunteers, meet their needs, and show appreciation for their assistance.

Dependability to arrive on time for scheduled shifts, complete assigned tasks in a timely manner, and work all scheduled days.

Requires leadership, teamwork, presentation skills, tact and diplomacy, effective oral and written communication skills, and organizational ability.

QUALIFICATIONS CONTINUED:

Must be a flexible and proficient independent worker, with the ability to keep up with the fast, unpredictable pace of a growing nonprofit organization.

Strong team player, willing to step in and assist with any required work no matter whose job it is.

An interest in nature-based education, healing, and conservation.

PHYSICAL EFFORT: This position requires strong physical condition and good health, the ability to stand for multiple hours at a time, bend, kneel, stoop, reach, lift, climb, and carry up to 60 pounds.

WORKING CONDITIONS:

Work is performed in the Conservatory, which is typically 85 degrees with high humidity year round. A high tolerance for warm temperatures and high humidity is necessary for this position.

Work is performed in the Cove, which is typically 65 degrees with high humidity year round, and requires submerging hands and arms in 55 degree saltwater.

This position has contact with co-workers when developing planning strategies, volunteers when working on special projects, and guests when delivering educational programming; along with a considerable amount of independent work.

Federal law obligates us to provide reasonable accommodation to the known disabilities of employees, unless to do so would pose an undue hardship. Please let us know if you need an accommodation to perform any essential elements of this position.

This Job Description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel so classified.

WORK SCHEDULE:

The Educator is an hourly position with the work schedule varying according to organizational needs. A typical work week will be a total of 40 hours during the Tuesday through Saturday time period with Sundays and Mondays off. The typical schedule will be 8 working hours per day plus a daily one-hour lunch break, with the start and end time varying according to organizational needs (most commonly 8:30am to 5:30pm). Work week and days will vary according to department needs. Evening hours will be scheduled depending on educational programming and special event needs.

Facility operating hours are 10:00 am to 5:00 pm Monday through Saturday and 11:00 am to 5:00 pm on Sundays. The facility is closed to the public on Easter, Thanksgiving, and Christmas, which will require working hours to care for the ambassador animals. Other holidays throughout the year are working holidays for all staff.

COMPENSATION:

The Educator salary range is \$10.00-\$13.00 depending on qualifications.

Hourly employees working 40 hours per week accrue Paid Time Off at a rate of 1.5 hours per week, available after 90 days of employment, with a maximum of 80 hours of PTO earned per fiscal year (July 1 through June 30).

Health care benefits are available for full time employees (working at least 40 hours per week) after 90 days of employment. Employee is responsible for 50% of his/her monthly premium.

All employees receive a 50% discount on gift shop merchandise, and free admission for immediate family members.

APPLICATION:

Submit a cover letter and resume to the Education Director, Jen Kindelspire, at jen@sdaqarium.org or via the mail.

Attn: Education Director
Butterfly House & Aquarium
4320 S Oxbow Ave
Sioux Falls, SD 57106