

## **Blue Ocean Society for Marine Conservation Job Description**

**Job Title:** Blue Ocean Discovery Center Keyholder/Team Lead

### **Summary:**

Manages the summer season day-to-day operations of the Blue Ocean Discovery Center in Hampton Beach under the guidance of the Education Coordinator. This includes maintaining the center and its tanks, managing staff, volunteers, and interns, and educating the public.

### **Responsibilities:**

#### **Blue Ocean Discovery Center Operations**

- Educate guests on Gulf of Maine species, environmental issues, and solutions.
- Facilitate proper animal handling and respectful behavior at the touch tank
- Animal care duties such as tank cleaning or animal feeding.
- Maintain the appearance and cleanliness of the Blue Ocean Discovery Center (BODC) exhibits and staff space
- Supervise the BODC staff and volunteers when the Education Coordinator is off-site.
- Assist in beach cleanups as needed and pass out supplies to visitors

#### **Additional Duties**

- Attend staff meetings as needed
- Attend BOS special events as appropriate
- Generate content for BOS website, blogs, and social media as appropriate

### **Qualifications**

- Working towards or has a Bachelor's degree in biology, zoology, education, or a related field.
- Experience working with the public and children
- Experience managing groups or teams of people
- Detail-oriented, enthusiastic, self-motivated, positive
- Familiarity with Gulf of Maine marine species, particularly marine mammals and intertidal organisms
- Excellent oral communication skills
- Excellent organizational and time management skills
- Ability to follow specific instructions
- Ability to set and achieve goals
- Ability to work evenings, weekends, and some holidays
- Ability to work well independently and as a team
- Must be comfortable lifting and moving supplies and equipment up to 50 pounds
- Must be willing to work outside in all weather conditions
- Must have reliable transportation, living locally is a plus

**Compensation:** \$14-\$16 per hour, depending on experience. Full- Time Seasonal (May- Labor Day Weekend). Free parking available.

**Application Process:**

To apply for the position, please submit the following;

- A completed educator application
- A cover letter
- 3 character or professional references

Send all materials to Niki Sullivan at [niki@blueoceansociety.org](mailto:niki@blueoceansociety.org)