



Public Programs Instructor

Reports to: Program Director/Manager
Status: Part-time, variable hours (generally 15-28 hours/week), Non-exempt

GENERAL DESCRIPTION

- Under the direction of the program director and manager, the Instructor utilizes appropriate personal interpretation strategies and teaching skills to promote each visitor's knowledge, awareness and appreciation of Southern California's natural and cultural history. Responsibilities include leading tours and programs, serving as a stationary guide in assigned locations and assisting guests of the Ocean Institute.

REQUIREMENTS

- Must be able to fulfill the Essential Functions of the Instructor position.
- Four-year degree in science, education, social science, drama (equivalent relevant experience may be acceptable).
- Demonstrated experience working with various audiences in informal or formal educational setting.
- Ability to work overnight programs and weekends.
- Ability to work independently in a fast-paced environment.
- Committed to excellence and furthering the educational and environmental mission of the organization.
- Maintains certifications in First Aid and CPR.
- Upon job offer completes a fingerprint and background check.

ESSENTIAL FUNCTIONS

- Demonstrates the ability to positively maintain a focused learning environment in a variety of situations and settings.
- Demonstrates knowledge and understanding of California natural and cultural histories. Uses personal interpretation techniques to dynamically present the facts and underlying principles of these disciplines to various audiences with a wide range of ages and abilities.
- Effectively leads tours and programs using interpretation methods.
- Demonstrates strong customer service and interpersonal skills.
- Keeps abreast of current information in the fields of science, social science and education.
- Explains safety procedures to participants in educational activities and strictly enforces safety guidelines.
- Understands and maintains safety and conduct expectations outlined in the Ocean Institute Employee Handbook and other Ocean Institute documents.
- Assists in the maintenance of equipment and supplies.
- Assists the program director/manager in the overall administration of the program.
- Assists the program director/manager in implementing new curricula.
- Participates in Ocean Institute staff meetings, training and enhancement activities.
- Interacts professionally with colleagues and public.
- Works as part of a team with other Ocean Institute staff members and uses interpersonal communication techniques to ensure the success of the programs and positive work environment.
- Maintains a positive attitude in a vigorous working environment.
- Performs other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand for extended periods of time. The employee may also be required to bend, crouch and sit.
- The employee must be able to lift and/or move up to 25 pounds unassisted.
- This job requires the use of hands to handle, control, or feel objects or tools.
- Specific vision abilities required by this position are perception and the ability to adjust focus.
- This position requires the employee to work outdoors, exposed to all weather conditions, as well as dust, pollen, plant life, insects and wildlife.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate. Requires occasional work where the sounds and noise levels are distracting or uncomfortable.
- Requires face-to-face discussions with individuals.
- Requires occasionally dealing with unpleasant, angry, or discourteous people.
- Requires making decisions that affect other people, the financial resources and the image of the Ocean Institute.
- Requires making decisions that impact the results of co-workers, clients or the company.
- Requires work with others on a group or team.
- Includes responsibility for work outcomes and results.
- Includes responsibility for the health and safety of others.

The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Ocean Institute.