



Museum of Science & History
JACKSONVILLE • FLORIDA

FLORIDA NATURALIST CENTER EDUCATOR POSITION DESCRIPTION

DEPARTMENT:	EDUCATION
DIVISION:	FLORIDA NATURALIST CENTER
IMMEDIATE SUPERVISOR:	FLORIDA NATURALIST CENTER SUPERVISOR
STATUS:	NON-EXEMPT/PART-TIME
HOURS:	25 to 30 HRS. /WEEK
COMPENSATION:	\$14 HOURLY

POSITION PURPOSE:

The Florida Naturalist performs daily operations in the Florida Naturalist Center and facilitates educational programming about environmental science, conservation, and native Florida animals and plants.

DUTIES AND RESPONSIBILITIES:

- Financial:
 - Provide input to Florida Naturalist Center Manager to develop the Florida Naturalist Center's annual operating budget (division of Collections Department Budget)
 - Assist with group sales reservations as well as ticket sales reservations
 - Generate new programming to maximize revenue opportunities
 - Provide Net Revenue Analysis information for all proposed/planned Florida Naturalist Center activities and events
- Supervisory:
 - Implement goals and objectives within the Museum's Strategic Plan in accordance with guidance provided by Vice President of Education and Curatorial Operations
 - Care for and organize teaching tools related to Florida Naturalist Center programs and outreaches
- Programming:
 - Implement innovative, creative, and progressive curriculum for a variety of learners – adult community education, K-12 school supplemental teaching, Early Learning programs, and family programs
 - Support teaching and/or lead facilitation of official Florida Master Naturalist Certification courses onsite
 - Present programs in a multimodal, interactive, fun, and educational manner

- Deliver evaluation instruments to program participants
- Perform animal and plant care daily tasks in Florida Naturalist Center, Hixon Courtyard, and front-of-building HydroLogic Garden.
- Facilitate daytime programming as needed in support of Florida Naturalist Center personnel (e.g., K12 field trips, VPK field trips, day camps, etc.)
- Facilitate after-hours programming as needed in support of Florida Naturalist Center personnel (e.g., Animal Art events, etc.) when assigned
- Organizational Support:
 - Provide input to Marketing & Communications Department for generating marketing information for Naturalist programs
 - Perform other related duties and interdepartmental functions as required by Florida Naturalist Center Manager and/or Vice President of Education and Curatorial Operations:
 - Visitor Touchpoints Committee
 - Safety Committee
 - Exhibits & Programming Committee
 - Inclusion, Diversity, Equity, Accessibility (IDEA) Focus/Working Groups
 - Other duties as required
- Professional Development:
 - Seek out and attend professional development workshops and seminars
 - Stay current with educational topics, trends, research, and current events
 - Establish and maintain working relationships with other educational and cultural agencies

ACCESS REQUIREMENTS:

Access to museum before and after hours, all public areas, all exhibition floor spaces, Naturalist Center and JEA Science Theater.

SPECIAL AUTHORIZATION:

- Permission to have access to alarm codes for JEA Science Theater and Naturalist Center.
- Job duties may require access to certain chemicals and gasses for educational programming; handling these chemicals requires advanced training and adherence to OSHA guidelines.
- Must seek Vice President of Education and Curatorial Operations approval on all purchases.

QUALIFICATIONS:

- To be successful, an individual must be able to perform each job duty satisfactorily.
- All employees must maintain current Occupational Health and Safety training as required and provided by MOSH.
- First Aid/CPR certification preferred

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited institution in Education, Zoology, Environmental Sciences, Other Science(s), Museum Studies, or similar related field
- Previous experience teaching in formal or informal educational institutions preferred
- Florida Master Naturalist Certification preferred
- Successful performance in this role may qualify employee for consideration for positions of greater responsibility (i.e., Team Lead, Supervisor, Manager progressive positions within the Florida Naturalist Center).

SKILLS AND ABILITIES

- Must be able to multi-task and work with little supervision
- Must be able to use Microsoft Office applications, internet, and email
- Must have strong public speaking skills
- Exceptional classroom management skills; maintain order while supporting unconditional positive regard for students/teachers/parents/caregivers

TIME COMMITMENTS:

Hours will be coordinated with schedules of other Florida Naturalist Center employees to ensure full 7-day coverage for animal care and public programming; hours are generally between 9:00 am to 5:00 pm. Some evenings may be required.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

EQUAL EMPLOYMENT OPPORTUNITY:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.