



Job Announcement: Volunteer Coordinator

The Santa Monica Pier Aquarium offers school groups, families and visitors a unique view into the ocean world just outside its doors and is home to hundreds of organisms native to the Santa Monica Bay. Interactive displays, touch tanks filled with tide pool animals, a shark tank, Kids' Corner, and a scientific microscope lab are some of the main features of the Aquarium. We offer field trip education programs, educational birthday parties, children's marine biology classes, education programs for the public and volunteer opportunities. As Heal the Bay's environmental education facility, the Aquarium also educates visitors about the importance of environmental stewardship and marine conservation.

The Santa Monica Pier Aquarium is seeking applications for a full time Volunteer Coordinator who will be responsible for scheduling, recruiting, training and managing volunteers. This position will also be responsible for facilitating programming during public hours and backing up the birthday party programs. The Volunteer Coordinator will work five days a week with Tuesdays and Thursdays off and will report directly to, and work closely with, the Public Programs Manager.

Responsibilities

- Schedule, recruit, train, communicate with, and oversee Aquarium volunteers and interns
- Develop and manage college internship program with local universities
- Develop and implement volunteer enrichment education program
- Assist with running public visiting hours, including weekends and theme weekends
- Manage the Aquadoption program (donation based animal adoption program).
- Assist with Aquarium birthday parties, and other aquarium programs as necessary.

Qualifications

- Strong leadership and coordination skills for working with volunteers; previous personnel or volunteer management experience a plus.
- Excellent people skills.
- Well-organized and able to work on several projects simultaneously.
- Enthusiastic and motivating presentation skills.
- Excellent communication and strong writing skills.
- Works well both independently and as a team.
- Comfortable presenting marine science to groups of pre-K students through adults.
- Proficient in Microsoft Office applications.
- Valid driver's license required. Driving to outreach events and meetings may be required
- Background in science a plus.
- Demonstrated proficiency with social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, YouTube, etc. Prior professional social media outreach experience a plus.
- Bachelor's degree preferred.
- Written and oral fluency in Spanish is a plus.

Salary: \$26,000-30,000 annually (based on experience), plus employer paid benefits (medical, dental, vision and a retirement plan)

Hours: Full-time, Tuesdays and Thursdays off. Some evenings required.

Application Deadline: Until filled

Heal the Bay is equal opportunity employer and actively recruits to promote diversity in our workforce.

Please mail/e-mail/fax resume with cover letter to:

Public Programs Manager
Santa Monica Pier Aquarium
1600 Ocean Front Walk, Santa Monica CA 90401

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Fax: (310) 393-4839
www.healthebay.org/smpa