



Turtle Conservancy Education Coordinator Job Description

Summary

The Education Coordinator acts as team member for the Turtle Conservancy (TC) through a variety of on-site and off-site educational programs. Duties include designing and leading curriculum-based programs, participating in offsite outreaches, supporting daily education and interpretive programs and engaging with guests. This position works in the Education Department with animal husbandry team members, volunteers, and interns.

Responsibilities

We have an opportunity for a creative thinker to take TC resources and share them with our local students. You will work with a team passionate about the natural world and sharing it with our students and guests. We welcome fresh ideas and independent workers that can create meaningful experiences for learners.

- Ensure development and delivery of high-quality school programs including working closely with The Thacher School, local schools, field trips, and outreach programs that meet the mission of the TC.
- Helps to ensure that the Education Department functions smoothly and productively; tasks include, but are not limited to, preparing, organizing, cleaning, inventory, and maintaining equipment, facilities, and supplies.
- Serve as an instructor and present educational content to school groups both on- and off-site.
- Build relationships with school districts and other area cultural institutions throughout the region.
- Research, develop, and present educational programs to school classes, camps and other groups (live, in person, on air, virtually, or pre-recorded).
- Provide unique, interactive, and educational experiences for students.
- Ensure safety of guests, animals, and staff through practicing professional classroom, camp, tour, informal programming, and nature exploration management.
- Provides excellent service to guests, program participants, and team members/volunteers.
- Develops and maintains professional relationships with personnel from outside organizations and facilities.
- Assists with tours, events, promotional activities, etc. as needed.
- Maintain laboratory safety and compliance while performing hands-on research projects.
- Handle animals and facilitate educational animal encounters.



Work Environment

- Location: Ojai, California
- This role will interact with large groups of children and adults in and out of the classroom environment and at our conservation center with turtle ambassadors. While performing the duties of this job, the employee will be exposed to outside weather conditions.
- Occasional local travel may be required.

Qualifications

- Bachelor's degree in education, natural sciences, or a related field
- Knowledge of scientific and conservation-focused topics
- Passion for the outdoors and wildlife conservation
- Some experience working with animals, preferably reptiles
- Strong organizational skills with close attention to detail
- Flexible team player and ability to work well with staff, project partners, and program participants
- Willing to work occasional evenings, weekends, and holidays
- Strong verbal and written English communications skills required. Bilingual (Spanish) communication skills are a plus.
- Planning, analytical and decision making skills are required, with the ability to work in a dynamic, evolving organization.

Preferred Education and Experience

- 3 years of relevant experience, or any equivalent combination of education and experience that demonstrates the ability to do the job.
- Previous experience in working on an education team. Previous experience handling and caring for exotic animals.

Reporting Structure

This position reports to the Assistant Director of Education.

Expected Hours of Work

This is a part time hourly position. Hours and days may vary due to class schedules.

Salary

\$20 an hour

How to Apply

Applicants can send their cover letter, resume, and references to jobs@turtleconservancy.org.

Turtle Conservancy Phone: (212) 353-5060