



JOB ANNOUNCEMENT



POSITION TITLE:

Manager – Education Programs, Volunteer Services and Gift Shop

REPORTS TO:

Executive Director, Caribbean Conservation Corporation

POSITION SUMMARY:

The nonprofit Caribbean Conservation Corporation (CCC), the world's oldest sea turtle conservation group, is seeking an education professional to run our programs out of the Barrier Island Center in the Archie Carr National Wildlife Refuge in Melbourne Beach, FL. CCC partners with Brevard County's Environmentally Endangered Lands (EEL) Program to operate the Barrier Island Center (BIC).

This position is responsible for the following areas:

- Develop, coordinate, and implement CCC's educational programs and initiatives at the Barrier Island Center
- Manage day-to-day operations of the gift shop
- Manage the BIC volunteer program
- Assist with CCC's special events at the BIC
- Assist with grant writing and grant reports

ESSENTIAL JOB FUNCTIONS:

- Assist with developing and implementing CCC's goals and objectives at the BIC
- Develop and implement Eco-Explorers summer camp program
- Manage the turtle walk program in June and July including leading some night-time walks and training volunteers to scout for walks
- Assist the EEL program Naturalist with field trips and public programs
- Develop and implement educational outreach programs to schools and community groups
- Manage day-to-day operations of the gift shop including ordering new merchandise, maintaining relationships with vendors and artists, seeking new vendors/products, training volunteers, keeping detailed records on inventory, sales, discounts, sales tax, consignments, sea turtle adoptions, and providing reports to CCC's accounting staff.
- Manage daily operations of the volunteer program including managing the volunteer database (with Volgistics), advertising for additional volunteers, training, scheduling and evaluating volunteers, etc. Volunteers run the gift shop, act as greeters, docents, trail guides, field trip leaders and chaperones, and help around the center with gardening, maintenance and special projects.
- Assist CCC staff with fundraisers including Tour de Turtles, BIC Bash, silent auctions
- Encourage on-going community support by seeking out new relationships with donors and local businesses
- Assist the Executive Director in seeking new grant opportunities and managing grants awarded for BIC activities; ensure compliance with activities related to grants
- Perform additional duties/responsibilities as assigned.

REQUIRED QUALIFICATIONS:

- Professional experience with elementary-age students including developing and implementing informal education programs
- Must be able to work with large groups of children/parents/chaperones/teachers on field trips
- Must be comfortable making presentations to large groups of people
- Must possess excellent organizational, interpersonal, written and oral communication skills
- Must be able to manage multiple priorities at once
- A self-starter who can work well independently without much supervision, at the same time being a supportive team member

DESIRED QUALIFICATIONS:

- Working knowledge of marine and coastal conservation topics, especially sea turtles
- Previous experience managing volunteers
- Previous experience working in / managing a gift shop
- Previous experience managing grants

REQUIRED EDUCATION:

- Bachelor's degree in education, environmental education, or related field, or equivalent experience

HOW TO APPLY:

Submit a cover letter, resume, and three professional references by e-mail to:

david@cccturtle.org, or by mail to: Caribbean Conservation Corporation, Attn. David Godfrey, 4424 NW 13th St., Ste. B-11, Gainesville, FL 32609, or by fax (352) 375-2449. Only those persons meeting the minimum requirements and qualifications will be considered. Not all applicants will be interviewed. Salary will be commensurate with experience. Position starts December 7, 2009.