

Coordinator – Peterson Bay Field Station (Summer 2019)

As the Coordinator and Naturalist at the Peterson Bay Field Station during the Summer Season you will be involved in all aspects of the exciting summer programs and tours that make the Field Station a truly special place. Impart knowledge and a sense of stewardship with staff, interns, volunteers, visitors and groups from around the world. Co-lead training for naturalist staff and mentor interns and volunteers. Schedule staff, interns, and volunteers to cover a variety of programs, and work closely with CACS office staff and local water taxi captains to coordinate boat transportation for groups and visitors. Lead multi-day field studies and interpretive natural history hikes for diverse groups, develop educational programs for all ages, and lead citizen monitoring and service learning projects. Perform routine maintenance of remote facilities and trails, trouble-shoot minor issues with facility systems, and delegate tasks to other staff as necessary. Requires relevant knowledge base in forest ecology and intertidal/marine ecology, experience as an instructor, educator, or interpreter, experience in a supervisory or coordinator role, and ability to work and live in a residential setting with groups and staff. Alaska or similar experience preferred, as is Wilderness First Responder certification and experience stocking and maintaining saltwater aquaria.



Responsibilities:

- Work closely with CACS Executive Director, Peterson Bay Special Programs Coordinator and Lead Environmental Educator to plan and lead staff training at beginning of the summer provide continued training opportunities and feedback for PBFS Staff, including program observation, written feedback, and monthly check in
- Mentor CACS Naturalist Interns, including shadowing programs and providing constructive criticism
- Maintain effective and open communication with CACS director, office staff, and water taxi operators to schedule boats, groups, and staff and to find solutions to logistics issues in a calm and straightforward manner
- Conduct interpretive hikes through the coastal forest and intertidal zone
- Conduct interpretive presentations of marine life in live tanks and aquaria
- Lead educational activities for youth groups in intertidal ecology, oceanography, forest ecology, and Alaska Native cultures
- Provide orientation for yurt stay visitors and overnight groups and be available "on-call" in evenings to assist yurt stay visitors as needed
- Plan and lead educational programs for college and high school groups, including the development of activities specific to their focus and areas of learning
- Facilitate evening activities such as campfires, games, and beach walks for overnight groups
- Ensure citizen monitoring projects are completed, engage groups in these activities as much as possible, and coordinate service learning projects with groups and volunteers, including trail work and minor construction projects
- Develop and ensure a safe, fun, and positive learning environment for youth groups
- Set behavior guidelines for youth groups and maintain discipline as necessary
- Administer basic first aid and work with CACS director and water taxi operators to make arrangements for urgent transportation needs
- Oversee set-up, stocking, recording, and maintenance of intertidal life in outdoor, saltwater live tanks and aquaria
- Assist with visitor, gear, food, and bedding transportation between the Homer harbor and the Peterson Bay Field Station Dock
- Perform, supervise, and delegate routine trail work, maintenance, and cleaning at the Peterson Bay Field Station, including troubleshooting of all water systems (freshwater, saltwater, and greywater) and maintenance of the composting toilet system, and efficient communication with CACS director and maintenance contractors when problems arise that cannot be fixed by staff
- Ensure CACS safety standards, policies, and procedures are maintained at all times
- Sell promotional and gift items, complete regular inventory, and balance register sheets
- Conduct participant evaluations of programs
- Lead day programs in Homer as necessary, including Creatures of the Dock and SPIT Kids

Position runs from May 13th – September 2nd, 2019. \$12-\$13 per month, DOE. Housing is provided.

Contact Seth Spencer: jobs@akcoastalstudies.org or 907-235-6714 for more information

To Apply: Please submit a cover letter, resume, and contact information for 3 professional references to jobs@akcoastalstudies.org by January 18, 2019.

Please indicate in both the cover letter and e-mail subject line the positions for which you are applying