

Education Specialist Job Description – Butterfly Tampa, Little Red Wagon Native Nursery, and Tampa Bay Butterfly Foundation

Objective: Educate kids and the public towards an institutional vision to inspire and foster stewardship of the environment and life on earth.

- Reports directly to the CEO of Butterfly Tampa and Little Red Wagon Native Nursery.

Education Management Responsibilities

- Plan curriculum for K-5TH students attending our year-round nature camps.
- Manage and run kids camps throughout the year and supervise volunteers, interns and staff that help with the camps.
- Manage birthday parties with intern assistance (if needed).
- Utilize Jumbula to keep track of kids medical information and authorized pick-ups.
- Partner with other environmental organizations in the area to facilitate visits to our kids camps (many partnerships already exist and will be introduced to you).
- Assist with creating educational material for exhibits and social media
- Maintain communication with parents before, during and after camp through email
- Coordinate and run field trips, birthday parties, and assist with educational outreach events
- Run camps for all non-HCPS student days
- Maintain a relationship with HCPS personnel
- Provide support to Horticultural staff as necessary (restocking, opening and closing, tagging plants, and helping customers)
- Training volunteers and interns for camps as needed.
- Engage staff with kids camps and parties to facilitate educational mission.
- Ensure the facility is secured and locked after closing, ensure all animals are in their habitats with habitats locked after closing if you are part of the closing.
- Facilitate planning and coordinating events.
- To accommodate species events (like birthday parties, etc) some evening, and weekend hours may be necessary.
- Other duties as assigned.

Experience and Qualifications:

- Four-year degree in Education preferred or equivalent experience.
- Ability to deal tactfully and politely with guests, including the ability to answer questions and address behavior issues.
- Two or more years' experience in education is ideal but not required.
- Excellent communications skills, both verbal and written, to establish and maintain effective working relationships with staff, interns, volunteers, and the public.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions.
- Ability to operate office equipment, including computers, copiers, scanners and phones.
- Excellent time management skills.
- Ability to arrive to work on time and maintain a positive attendance record.
- Microsoft office suite (Word, Excel and PowerPoint)