



Florida Oceanographic Coastal Center

School Group Guide Job Description

Job Title: School Group Guide

Department: Education

Department Supervisor: Cris Wagner

Shift Leaders: Education Staff – Michelle Byriel & Miranda Kerr

Scheduling: Michelle Byriel

Purpose: To assist in leading visiting groups through a comprehensive tour through the Coastal Center. Guides will provide a high quality interactive and educational experience in the Center, around the Rays on the Reef exhibit and at the Children's Activity Pavilion, Sea Star Touch Tank Pavilion, Game Fish Lagoon and on the Nature Trail.

Responsibilities:

- Greet and welcome groups upon arrival
- Distribute appropriate admittance sticker to all group participants
- Lead groups through the Center, Touch Tank exhibits and Programs including the Ray Program, Game Fish Lagoon Program, Guided Walk and/or Turtle Talk
- Attend appropriate program trainings and learn to deliver programs
- Stay current with updates and changes to programs and policies
- Share responsibility for opening and/or closing procedures with daily Coastal Center volunteers
- Arrive prior to the group to collaborate with staff and volunteers and stay throughout the entire group experience

Job Requirements:

- Ability and desire to learn exhibit information and share your knowledge with others
- Guides must be: Dependable, Enthusiastic, Animated and Adaptable!
- Must possess patience and the ability to be fun and engaging but firm when needed
- Must have high energy and mobility to work with small or large groups from pre-K to high school students
- Ability to endure outdoor conditions which might include excessive heat, cold temperatures and/or buggy conditions
- Excellent customer service skills & the ability to communicate clearly
- Help to maintain the cleanliness of the facility
- Preferable background in primary or secondary education and/or marine sciences or biology.

Time Commitments:

- Minimum of 6 month commitment
- As needed/as available – groups are scheduled Tuesday-Friday throughout the day and can last from 1 hour to 3+ hours depending on program selection

Training Consists of:

- Volunteer orientation
- Exhibit Guide and Program training with education staff
- Further training will be provided if necessary along with continuing educational opportunities
- Additional training will be provided for individuals who would also like to assist with seining groups.

Florida Oceanographic's Core Values:

- We believe in learning and understanding all we can about Florida's ocean and coastal ecosystems.
- We believe in teaching children and adults about Florida's environments in an exciting and interactive way.
- We believe in helping the visitors to enjoy and learn from their experiences at the Florida Oceanographic Coastal Center.
- We believe that our approach to work is built on respect for one another and teamwork, including all employees and volunteers, creating a good workplace and allowing work to be exciting and fun.
- We believe in providing the best possible care for all living plants and animals within our exhibits.
- We believe in being good stewards of all the material and financial resources made available to us.
- We believe that our activities and actions should encourage others to be better stewards of Florida's ocean and coastal ecosystems.

Mission Statement:

Florida Oceanographic's mission is to inspire environmental stewardship of Florida's coastal ecosystems through education and research.

Volunteer Pledge:

I commit to fulfilling the above responsibilities to the best of my abilities. I further acknowledge there may be changes to this position overtime and that it is my responsibility to stay current with changes as they pertain to my role at the Coastal Center. I also understand that policies and procedures are set in place are for the safety and well-being of the animals, visitors, volunteers, staff and the organization as a whole. Updates to policies and procedures are posted in the volunteer station. I acknowledge it is my responsibility to review changes to policies and procedures at the beginning of each scheduled shift. I commit freely to working with Florida Oceanographic, to uphold its core values and strive to fulfill its mission.

Volunteer Name (printed): _____

Volunteer Signature: _____ Date: _____