



Pacific Grove Museum of Natural History, Job Opportunity

Job title: Field Science Coordinator

Supervisor: Director of Education & Outreach

Direct Reports: Volunteers

Peer Positions: Volunteer Coordinator, Events and Communications Coordinator

Status: Full-time / Non-Exempt / Benefits Eligible

Hours: 40 hours per week, Monday – Friday and occasional weekends and evenings

Compensation: \$22.66-\$25.24/hr

Education Programs Coordinators provides high quality, mission-based educational experiences in natural and cultural history for students prekindergarten-adult in programs at the Museum and Monarch Sanctuary, as well as outreach activities and programs in the field. A Museum Education Programs Coordinator coordinates curriculum and logistics for one or more of the education programs provided by the museum—camp, youth programs, field trips, Watershed Guardians, LiMPETS, adult education, museum public programs, or outreach. The Museum Education Programs Coordinator also assists with other museum education and outreach activities, exhibits and events, and mentoring of Museum Educators, interns, and education volunteers.

We are currently hiring a Field Science Coordinator to oversee middle and high school field community science programs- the Long-Term Monitoring Program and Experiential Training for Students (LiMPETS) and the Watershed Guardians program. The Field Science Coordinator would coordinate the curriculum, budget, scheduling, and evaluation of the program. And will assist with grant writing and building community partnerships.

The Museum Education Programs Coordinator is part of the small, but dynamic Education and Outreach Team. Our ideal candidate will enjoy a creative, ever-changing, collaborative Museum environment, and take both pride and pleasure in delivering our Mission and supporting our Vision, on and off site.

PGMNH Mission & Vision Statements

To inspire discovery, wonder, and stewardship of our natural world.

We envision a community of curious minds, engaged in discovering the natural heritage and cultural legacy that exist today on the Central California Coast. The Museum is a catalyst for conservation and a valued learning resource in this region, facilitating active inquiry for all ages.

Primary Responsibilities:

- Presents programs to students and the general public, leads discussions and group activities.
- Develops curriculum and instructional materials.
- Arranges schedule and space.
- Assists in the development and implementation of evaluation programs.
- Participates in development of policies and procedures for programs following best practices in the field.
- Participates in assessment of participant, community, and organization needs.
- Builds relationships with other organizations and community partners.
- Manages the equipment, registration, and logistics for a program.
- Supervises and trains interns and volunteers
- Maintains field safety plans
- Participates in grant proposal writing and reporting.
- Participates in budget development and management for both programs
- Participates in professional development.
- Provides support for Education Programs and initiatives.
- Collaborates with Education, Events, Guest Services, and Exhibits staff to deliver Museum-wide programs

Qualifications:

- Bachelor's degree in a natural science field.
- 3-4 years of direct work experience in classroom, afterschool, camp, or informal education.
- A commitment to diversity, equity, accessibility and inclusion in education.
- Collaboration and communication skills for working with staff, volunteers, museum guests, teachers, families, and children.
- Passion for the mission and vision of The Pacific Grove Museum of Natural History
<https://www.pgmuseum.org/who-we-are>
- Excellent interpersonal and oral and written communication skills.
- Flexibility and ability to work with people from diverse backgrounds in a fast-paced, team-oriented environment.
- Excellent organizational skills and ability to create a work plan and work independently.
- Dedication to hands-on, inquiry-based learning.
- Creativity and resourcefulness in designing and improving activities and programs

Working Conditions:

This position requires work in-person on-site as well as in the field. Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods. Moderate lifting such as setting up 100 chairs for a lecture. The position requires the need to lift exhibit items weighing up to 40 pounds. This position will involve working both indoors and outdoors in a variety of weather conditions. Fieldwork will require carrying up to 25 pounds of equipment up to 0.5 miles over uneven surface and sand. The working days/hours will vary depending on need and may require weekend and evening work.

Licenses and Certification:

Possession of a valid California driver's license, a satisfactory driving record, and current insurance. Current CPR and First Aid certification (may be obtained on the job).

Equal Employment Opportunity:

The Pacific Grove Museum of Natural History provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

No single candidate is expected to have expertise in all aspects of this operation. We encourage applicants with passion for community service to apply.

To Apply:

Please send a resume and cover letter to Liese Murphree, Director of Education and Outreach at Murphree@pgmuseum.org.