

## **Job Description**

### **EDUCATION AND OUTREACH INSTRUCTOR**

**REPORTS TO:** Education Programme Manager

#### **POSITION SUMMARY**

This is a full-time position ideal for a recent graduate with an academic marine science background, experience with teaching and knowledge of coral reef ecology. The instructor will lead and assist teaching a number of residential courses, including intensive three day courses for local K-12 students, undergraduate courses and citizen science programs at the Little Cayman Research Centre. The instructor will assist in promoting our K-12 and college level programs to ensure they are fully enrolled. The instructor must have the ability to be creative whilst assisting with the development of new interactive course material and activities using new technological upgrades to the station facilities. Good photography skills and social networking skills are required to communicate CCMI's message and achievements.

The position has significant responsibilities and the instructor will often be working with minors, in the field/water, and will be required to work outside normal hours from time to time. The instructor will be responsible for cleaning the classroom and work stations before and after each course. As a member of staff you will contribute to the daily task of running a remote field station. This is a physically demanding position.

The Education and Outreach Instructor reports directly to the Education Programme Manager but at times may assist any member of CCMI's staff.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Education Responsibilities Include:**

- A co-lead instructor for all local K-12 programs (Marine Ecology Course, Caribbean Marine Ecology Camp, Young Environmentalist Leadership Course and new courses) and teacher workshops.
- Create and develop new modules to maximise the effectiveness of technology facility upgrades (Smartboard, microscopes etc.)
- Maintain our local Ocean Literacy outreach activities.
- Teaching assistant and logistical support for all CCMI college courses.
- Assist college students with field research internships
- Assist with promotion of programs and fully enrol our resident CCMI programs including Caribbean Marine Ecology Camp, Young Environmental Leadership Course and college courses.

##### **Outreach**

- Coordinate and deliver weekly talks at local resorts
- Conduct weekly tours at the field station
- Assist with a new volunteer effort on the island (beach clean-ups, lionfish culls etc.)
- Help manage and update the Facebook page
- Assist with creation of a YouTube series that covers the research, conservation, and education programs.

## **Reports and other Responsibilities**

- Assist the Education Programme Manager in producing newsletters, press releases and educational articles.
- Document all activities with photographs and videos, and compile in a catalogued database
- Complete assessments of every program and provide a quarterly report of these outcomes. Compile survey results from students, teachers and scientists (all guests) and compile testimonials and summaries of each of the local educational programs carried out at the Little Cayman Research Centre.
- Assist in the completion of an annual Education and Outreach Report (for sponsors) at the end of the season.
- Assist with research projects when needed (Coral nursery cleaning, AGGRA surveys etc.)
- Assist the Director of Operations as needed on general tasks and projects.

## **Term:**

- 6 days/week, full time (early mornings and late nights will be part of the job)
- 12 month contract

## **Compensation / Benefits:**

- Annual salary US\$18,000
- Room and 3 meals a day at the research station (shared accommodation)
- Travel reimbursement up to \$250

## **Qualifications:**

- Marine science degree (preferably MSc level) and/or teaching degree (preferably MSc level)
- Teaching experience (K-12 and/or college level).
- Good coral ecology knowledge and reef identification skills
- Divemaster or above (must maintain DAN insurance)
- Current certifications in First Aid, CPR, DAN Oxygen Rescue
- Excellent communication, social networking and computer skills
- Full driving licence