

**Suncoast Youth Conservation Center
Florida Fish and Wildlife Conservation Commission**

Working Title: Education Specialist (DMFM)
Hours: Full Time / 40 hours per week
Closing Date: February 14, 2022, 11:59PM

Annual Salary: \$15.00/hr
Announcement Type: Open competitive
County: Hillsborough

Location: Suncoast Youth Conservation Center, Apollo Beach, Southwest Region

This position is partially funded by a Federal Aid in Sport Fish Restoration (SFR) grant.

SECURITY CHECK: Employment contingent upon results of background and fingerprint search.

The Florida Fish and Wildlife Conservation Commission (FWC) is seeking a self-motivated, energetic, outcome-oriented individual to assist with the expansion of the Florida Youth Conservation Centers Network (FYCCN). Interested individuals must be passionate about getting youth outside to create the next generation that cares about fish and wildlife resources. The incumbent will work with a diverse audience to align and leverage a public, private and non-profit vision of bold intent and statewide scope that will result in a network of youth conservation centers all connected and functioning through the FYCCN.

Applicants will be responsible for assisting with and leading hands-on, marine science and fishing education programs of the FYCCN's brand new facility, the Suncoast Youth Conservation Center (SYCC) in Apollo Beach. This includes preparation and clean-up for educational activities and events throughout the school year, and assistance with summer camp programs at the Florida Conservation and Technology Center (FCTC). FCTC is a unique partnership between the FWC, The Florida Aquarium and Tampa Electric Company.

Duties and Responsibilities:

Assist with design and implementation of site-specific conservation and aquatic education programs, displays and informational material for the SYCC

- Integrate FYCCN educational curricula, family activities, and conservation programs into SYCC offerings
- Assist with marine fisheries-based educational activities and conservation programs
- Assist with outreach and recruitment strategies
- Maintain educational supplies and equipment to keep them stocked, clean, organized and in working order

Ensure camps and educational field experiences are in compliance with and operate according to American Camp Association (ACA) standards

- Enforce camp code of conduct for campers and staff
- Complete all required training related to ACA standards, risk management, and child protection policy

Communicate with stakeholders, constituents and partners

- Promote SYCC programs and facilities to the general public, specialty groups and site visitors to gain support of the facility and increase usage
- Communicate effectively to visitors about SYCC through in-person, telephone and program/event interactions
- Inform anglers about the Federal Aid in Sport Fish Restoration Program and its role in supporting management and enhancement of Florida's marine recreational fisheries and assists with Tampa regional outreach educational efforts as requested and available.

Equipment:

- Maintains all equipment necessary to support Suncoast marine education that is assigned to this position: Dell Laptop (#128847), Smartphone, LCD projector, fish tanks, aquarium supplies (filters, electric air pumps, battery air pumps, water pumps, etc.), rods and reels, fishing tackle (weights, lures, fishing line, hooks, cast nets, etc.), dissecting scopes, microscopes, field supplies (seine nets, buckets, refractometer, etc.), acrylic touch tank, live wells, and other equipment used for the above programs.

Administrative Duties:

- Attend staff meetings, complete and submit required reports, participate in professional development courses, and complete timesheets in a timely and thorough manner. Assure that files and documentation are complete, accurate and confidentially maintained; and, perform other duties as required.
- Assists in updating and printing the Fish Florida (kids' fishing activity book) annually along with a freshwater fishing subject matter expert
- Advises supervisors on issues related to program planning, implementation and problem resolutions; recommends policies and strategies for program evaluations and improvement, recommends and assists with the implementation of new strategies, policies, and programs of the division
- Responds to public inquiries accurately and promptly
- Maintains appropriate records of activities and provides summaries for inclusion in reports required by the US Fish and Wildlife Service Federal Aid in Sport Fish Restoration Program or as requested that are identified with Suncoast outreach and education efforts.
- Completes assignments within specified time frame.

Minimum Qualifications and Experience

Two years of experience in marine, environmental, or conservation education programming; Applicants with experience with saltwater fishing and / or kayaking will be given preference. A Bachelor's degree with a major course of study in education or natural science is required.

Job Licensure/Registration/Certification Requirements

Valid Driver's License

Within three months of employment, successful completion and certification in First Aid/CPR/AED, ACA Level 1 Kayak Instructor, FWC Boater Safety Certification, Lifeguard Certification, USA Archery Level 1 Instructor.

Knowledge, Skills and Abilities

Knowledge of fishing, fishing equipment and boating;
Experience with maintaining fishing equipment;
Experience in education program implementation and assessment;

Skilled in operational planning, delegation and collaborative team building, public speaking, in using Microsoft Word, Excel, Access and PowerPoint;
Ability to use abstract reasoning, problem solving, planning, and analytical skills in training, evaluation, and program development;
Ability to plan, organize and coordinate work assignments;
Ability to be a team player and work integrally with various stakeholders, partners and government agencies;
Ability to establish and maintain effective working relationships with others; work independently, to take initiative and work creatively;
Ability to communicate clearly, verbally and in writing;
Ability to deal professionally and sensitively with a diverse audience and a wide range of contacts at different levels;
Ability to adjust to and use new approaches in the performance of his/her duties;
Ability to swim;
Ability to travel, enter and exit a vehicle or/and vessel without assistance, lift 55 pounds, and withstand exposure to adverse weather conditions.

Other job-related requirements for this position: Travel required; program activities may occasionally require hours in excess of 8 hours per day, and working weekends and evenings.

Working hours: (A) Monday through Friday, 8AM to 5PM (B) Total hours in workweek 40 and not to exceed 40 (C) Explain any variation in work (split shift, weekends, etc.)

To Apply

Applicants should submit a letter of introduction, resume and references to Dr. Kathy Guindon, 6650 Dickman Rd. Apollo Beach, FL 33572 or kathy.guindon@myfwc.com. Notification will be made to those individuals following the closing date.
