

**PROJECT OCEANOLOGY  
MARINE SCIENCE EDUCATION INSTITUTION  
PART-TIME MARINE SCIENCE INSTRUCTOR**

**JOB DESCRIPTION**

**NATURE OF WORK:** This is highly responsible, complex, and skilled work planning, instructing, and overseeing the safety of marine science education programs which include shoreline, lab, and research vessel lessons. Duties include academic year educational programs primarily consisting of instructing classes for students (grades 5 through 12) during school year programs and for the general public (age 6 or older) during summer and winter programs. The position requires the use of independent judgment, initiative, maturity, observation, and communication skills.

This position is based at Project Oceanology in Groton, CT, but instructors must be available to work in other locations such as New Bedford and Boston, Massachusetts.

**SUPERVISION RECEIVED:** The Part-Time Marine Science Instructor receives direction from the Chief Marine Science Instructor and the Full-Time Marine Science Instructor.

**SUPERVISION EXERCISED:** None.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

Coordinates with other Project Oceanology staff to customize lessons and engages participants during instructional and transition times.

Teaches oceanographic content and research techniques, and relates marine science topics to people having a wide range of interests, ages, and educational backgrounds.

Prepares course materials such as syllabi and handouts, lectures and lesson plans. Plans, evaluates, and revises curricula, course content, course materials and methods of instructions, as needed.

Modifies and/or develops activities to enhance academic year and summer season lesson options, especially as they relate to national and state Department of Education curriculum frameworks.

Greets program groups at least 15 minutes prior to the assigned program time, and remains at least 15 minutes after to help with clean-up and debriefing.

Provides a safe, supportive and friendly environment throughout Project Oceanology programs and facilities.

Advises students on academic and vocational curricula, and on career issues.

Monitors and helps maintain Project Oceanology facilities to ensure safety and cleanliness.

Provides on-going evaluation of programs and facilities, communicates this information to all appropriate staff members and works with other staff to maintain and improve high quality programs and facilities.

Participates in professional development to enhance scientific and educational knowledge. Maintains required certifications, and obtains additional certifications as needed.

Keeps abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.

Must be able to work a flexible schedule.

Considerable ability to establish and maintain effective and courteous working relationships with school officials, public officials, members of the general public, students, co-workers, and superiors.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

#### **OTHER JOB FUNCTIONS:**

Performs related duties and responsibilities as required.

#### **QUALIFICATIONS PROFILE:**

##### Knowledge, Skills and Ability

Knowledge of Marine Science.

Knowledge of, and broad interest in, oceans, including coastal ecosystems, fisheries resources, human interactions and management issues.

Knowledge and methods for curriculum and training design, teaching and instruction for groups and individuals, and the measurement of training effects.

Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and teach via written, oral, and visual media.

Knowledge of effective supervisory principles and practices. Possess management skills required to supervise, delegate and share responsibilities.

Working knowledge of the needs of the adolescent population.

Considerable ability to establish and maintain effective and courteous working relationships with school officials, public officials, members of the general public, students, co-workers, and superiors.

Ability to communicate effectively both orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to read and follow oral and written instructions. Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required.

Ability to instruct others and to work with persons from diverse backgrounds, including urban youth. Ability to work with, classes of students and with general public groups.

Ability to work as a team member and a leader; must be outgoing, patient, energetic and enthusiastic; must have good communication and interpersonal skills. Fluency in Spanish is highly desirable.

Ability to be available to work a flexible schedule that includes early mornings, daytime, evenings, and weekends, and to work in off site locations including other harbors that may require week-long accommodations out-of-state.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to 1) perform multiple tasks with interruptions; 2) meet deadlines; 3) perform duties promptly with attention to detail and accuracy; 4) prioritize and organize work; and 5) organize and express thoughts and ideas through written and oral communication.

Ability to adjust quickly to changing priorities in a sometimes stressful environment.

### Education, Experience and Training

Must possess a BA or BS degree. Biology and oceanography background and/or course work is desirable. Master's degree, or work towards a Master's degree, is preferred. Connecticut Teacher's Certificate is preferred. Boating and teaching experience and experience with the use of standard oceanographic equipment is preferred.

Project Oceanology provides special training as necessary.

## License or Certificate

First Aid, CPR, and CT Safe Boating License (or Coast Guard license) are required. Lifeguard certification, SCUBA, and Coast Guard license are preferred.

State of Connecticut Health is required.

Subject to a mandatory random drug-testing program.

## **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Considerable physical stamina to work outdoors all day regardless of weather is required.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend; twist; stoop; kneel; crouch or crawl; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to weather and environmental allergens.

The employee must have the ability to 1) carry equipment; 2) lift equipment; 3) lift, move and otherwise manipulate up to 100 pounds; 4) move hand, hand together with arm, or two hands to grasp, manipulate or assemble objects; 5) hold 35 pounds with arms extended; 6) walk steep or uneven terrain carrying heavy weight loads; 7) coordinate two or more limbs, while sitting, standing or lying down; and 8) to exert maximum muscle force to lift, push, pull, or carry objects.

While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and in precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment ranges from quiet to extremely loud dependent upon the task or equipment being used.

Specific vision abilities required by the job include the ability to see details at a distance and to see objects in the presence of glare or bright lighting or under low light conditions. In addition, the employee must possess close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

Employee must be free from mental and physical disorders that would interfere with performance of duties as described, and have the mental capacity to handle stressful situations,

physical danger and risk of serious injury to person and others. Employee may have to function in situations where subjected to aggressive verbal and/or physical behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***