Job Description

Job Title: HBEP/Volunteer Assistant Coordinator

Job ID: 12426

Project Name: Sea Grant

Full/Part Time: Part-Time

Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,434.00/Mon (@ 50% FTE).

DUTIES: Educate users of Hanauma Bay on the appropriate use of marine resources. Schedule the staff of volunteer docents and volunteer enrichment events. Provide education presentations, volunteer training, and program operations at Hanauma Bay under the moderate supervision of the principal investigator.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university with major course work in Marine Sciences, Oceanography, Marine Education, Biology, Geology, Recreation, Geography, or related field. EXPERIENCE: One to three (1-3) years of experience interacting with the public or in an educational position in a marine educational facility such as an aquarium or marine park. Volunteering experience in an ongoing environmental education program. ABIL/KNOW/SKILLS: Knowledge of PC word processing, spreadsheet and graphics programs. Good verbal and written communication skills. Ability to swim and have good snorkeling skills. Must possess a valid driver's license and provide own transportation. Post Offer/Employment Conditions: Must be able to pass post-offer criminal background check.

SECONDARY QUALIFICATIONS: Previous work with an organization that utilizes volunteer staff in public marine education programs. Knowledge of Hawaii's nearshore and coastal ecosystem and current issues. Knowledge in the principles, methods, and techniques used in educating the general public and students through the use of various media including static displays, posters, and interpretive displays. Knowledge of laminator, computers and graphic software including MS Office Suite, Adobe Photoshop, and Adobe PageMaker. Volunteer management experience or instructor/trainer experience in customer service.

INQUIRIES: Elizabeth Maynard 397-5840 (Oahu).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on "Employment"; select "Apply" and navigate to "See Job Announcements and/or Apply for a Job." You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344.

EEO/AA Employer.
Please apply before 09/14/2012