



University Corporation at Monterey Bay

100 Campus Center Bldg 201, Suite 119 Seaside, CA 93955

Program Coordinator

(Student Services II)

School of Natural Sciences/Camp SEA Lab

This is a full-time, benefited position. Continued employment is contingent upon availability of funds.

DEFINITION:

California State University, Monterey Bay is distinctive in serving the diverse people of California, especially the working class and historically underserved communities. The identity of the University is framed by substantive commitment to a multilingual, multicultural, intellectual community which enables students, faculty and staff to cross institutional boundaries for innovative instruction, broadly defined scholarly and creative activity, and coordinated community service.

The University Corporation at Monterey Bay on the campus of CSUMB is an equal opportunity employer and committed to building a pluralistic university by hiring personnel with competencies and experience related to the regional and State population.

The University Corporation at Monterey Bay is a non-profit institution that is related and affiliated to the California State University, Monterey Bay. The Corporation is a nonprofit 501(c) (3) public benefit corporation that is a recognized auxiliary organization of California State University and was established in July 1994. The Corporation's mission is to further the educational purposes of the University. The University Corporation at Monterey Bay is an equal opportunity employer and committed to building a pluralistic university by hiring personnel with competencies and experience related to the regional and State population. The Corporation is committed to a standard of excellence in the services it provides and in the quality of work expected of its employees.

PROGRAM SUMMARY:

Camp SEA Lab operates under the University Corporation @ CSUMB and has close ties to several Monterey Bay area universities and institutions. Camp SEA Lab is governed by the University Corporation at Monterey Bay and an Advisory Board of Directors comprised of members from collaborating institutions.

Camp SEA Lab's mission is to foster lifelong excitement, scientific understanding, and stewardship of our coasts and ocean. The exceptional environment of the Monterey Bay region, and a host of exemplary marine science and education institutions make it a perfect setting for a science camp program focused on ocean and coastal resources.

Camp SEA Lab programs are designed for youth ages 8-17. Spring and summer programs are delivered in a multi-day format as residential or day program experiences. The whole Camp SEA Lab staff is engaged in the development and implementation of a safe, educational, and fun program in marine science.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Under the general supervision of the Managing Director, the Program Coordinator will work on a variety of tasks related to the development of the Camp SEA Lab vision and programs, including but not limited to:

- Developing schedules and coordinating sites, activities, and logistics as well as identifying/procuring supplies and equipment for events and programs;
- Serving as main contact for, and nurturing supportive relationships with, program partners, other regional marine science institutions, and vendors;
- Developing and implementing curriculum to support Outdoor School programs, summer camps, family activities, and other new programs to further organizational goals;

- Recruiting, training, supervising and providing periodic performance input and evaluations to program staff, volunteers, and interns;
- Serving in program instructional roles at program sites as needed;
- Evaluating Camp SEA Lab's education programs including instructional goals and objectives, curriculum materials, and activities;
- Communicating program goals and objectives in order to promote the program within the regional marine science education community;
- Assisting with recruitment of new schools for Outdoor School programs and delivering school presentations on school campuses as needed;
- Assisting the Managing Director with the budget process;
- Fostering and maintaining relationships with CSUMB faculty, staff and students in order to better integrate the Camp SEA Lab program into the campus community;
- Contributing to Camp SEA Lab grant reports and proposals;
- Assisting Managing Director in fundraising and/or marketing efforts for educational purposes.

Other Functions:

1. Attend workshops, conferences as deemed necessary.
2. Promote and maintain an atmosphere of excellent internal and external customer service.
3. Performs other duties as assigned.

Skills, Knowledge, and Abilities:

- Experience in developing, implementing and evaluating marine education programs in an informal setting for diverse populations and age ranges (especially students, teachers or families)
- Experience in coordinating or managing educational programs and staff
- Outstanding verbal, written, and interpersonal communication skills
- Knowledge and familiarity with the marine environment and marine organizations of the central California coast
- Ability to think creatively and conceptually and to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough, and creative solutions
- Strong leadership and demonstrated ability to work both effectively in a team environment and independently with minimal supervision
- Flexibility to maintain a varying work schedule as needed including some evenings, overnights, and weekends when program needs or deadlines must be met
- Advanced proficiency in the use of personal computers including word processing, spreadsheet and database software

QUALIFICATIONS:

Education and Experience:

Education equivalent to graduation from a four-year college or university **AND** two years of progressively responsible work experience teaching science to youth and teaching in formal or informal settings. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education or experience on a year-for-year basis.

Special Condition(s) of Employment:

- Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above
- Transportation to and from work and Camp SEA Lab events
- Current First Aid/Child CPR and Lifeguard certifications throughout the duration of employment
- Ability to complete and pass training in Defensive Driving. Must continue to meet the established University Corporation driving standards as a condition of employment.
- Candidates identified for hire must successfully pass a criminal background check, a tuberculosis test, and National Registered Sex Offender check.

- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

Desirable Qualifications:

- Wilderness First Aid and First Responder certification
- Bilingual – Spanish and English
- Master's degree in marine science, teaching, or related field
- Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity, community service and institutional excellence.

SALARY AND BENEFITS:

The salary for this position is \$3600 per month. This is an exempt position and as such is not eligible for the overtime provisions of the Fair Labor Standards Act. Benefits include medical, dental, vision and life insurance benefits, contributory retirement plan, TSA (403b), 13 paid holidays per year and other benefits. University Corporation at Monterey Bay positions are “at-will” employment.

PHYSICAL WORK ENVIRONMENT:

The physical demands described 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. Periodically work outdoors in variable weather conditions and perform some strenuous activity. This position also requires sitting, standing, bending, pushing, pulling, talking and using manual dexterity, eye-hand coordination. Ability to lift 40-50 lbs. Must also be able to traverse a wide range of habitats and outdoor sites in variable weather conditions and walk at least three miles of rough terrain.

POSITION ASSIGNMENT:

Office: School of Natural Sciences/Camp SEA Lab
Reports to: Managing Director
Classification: Student Services Professional II

APPLICATION REVIEW PROCESS:

All applicants are screened for minimum qualifications. Qualified applicants are referred to the selection committee for interview. The selection process may take four to eight weeks, if not longer. If selected for an interview, candidates will be notified to schedule and interview appointment. Applicants not selected for interview will be notified only after the position closes and successful candidates have been chosen. The hiring committee will make the final selection and forward the recommendation to the University Corporation Human Resources Department.

APPLICATION PROCEDURE:

Email us your cover letter and resume (PDF only) that describes your qualifications in meeting the position's experience and certification requirements to: campsealab@csumb.edu

All applications must be received via email by **5:00 P.M. on Tuesday, August 1, 2017** to be guaranteed a review. Applications received after the screening date will be reviewed at the discretion of Camp SEA Lab.

University Corporation at Monterey Bay is an EEO employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.