FLORIDA NATURALIST CENTER SUPERVISOR
POSITION DESCRIPTION

DEPARTMENT: EDUCATION & EXHIBITS
DIVISION: FLORIDA NATURALIST CENTER
IMMEDIATE SUPERVISOR: VICE PRESIDENT OF EDUCATION & EXHIBITS
STATUS: EXEMPT
HOURS: 40 HRS./WEEK

THIS POSITION SUPERVISES THE FOLLOWING STAFF:
Naturalist Team Lead
Naturalist(s)

POSITION PURPOSE:
The Florida Naturalist Center Supervisor coordinates the activities of the Museum’s Florida Naturalist Center, verifies administrative requirements of the Florida Naturalist Center, performs daily operations in the Florida Naturalist Center and facilitates educational programming about environmental science, conservation, and native Florida animals and plants.

DUTIES AND RESPONSIBILITIES:

• Financial:
  o Provide inputs to Vice President of Education & Exhibits to develop the Florida Naturalist Center’s annual operating budget (division of Collections Department Budget) in consort with the Chief Financial Officer
  o Monitor department income and expenses
  o Monitor group sales reservations as well as ticket sales reservations for Florida Naturalist Center programming

• Supervisory:
  o Implement goals and objectives within the Museum’s Strategic Plan
  o Coordinate scheduling and task assignment of Florida Naturalist Center staff
  o Develop lesson plans for Florida Naturalist Center program presentations
  o Train Naturalist Center Educators for program presentations
  o Provide informal evaluations of Florida Naturalist Center staff to Vice President of Education & Exhibits
o Maintain a high standard of cleanliness in the Florida Naturalist Center, Naturalist Center Collections Storage, Hixon Courtyard, and Florida Naturalist Center working and storage spaces
o Verify and track Florida Naturalist Center personnel certifications per MOSH Human Resources requirements

• Programming:
o Develop and propose new programming for the Florida Naturalist Center
o Work closely with Vice President of Education & Exhibits to maximize partnership and participation from as many guests as capacity allows
o Develop and implement innovative, creative, and progressive curriculum for a variety of learners – adult community education, K-12 school supplemental teaching, Early Learning programs, and family programs
o Coordinate animal and plant care daily tasks in Florida Naturalist Center, Hixon Courtyard, and front-of-building HydroLogic Garden.
o Plan and participate in facilitation of official Florida Master Naturalist Certification courses onsite
o Ensure programs are presented in a multimodal, interactive, fun, and educational manner
o Deliver evaluation instruments to program participants
o Facilitate daytime programming as needed in support of Florida Naturalist Center personnel (e.g., K12 field trips, VPK field trips, day camps, etc.)
o Facilitate after-hours programming as needed in support of Florida Naturalist Center personnel (e.g., Animal Art events, etc.)

• Organizational Support:
o Perform other related duties and interdepartmental functions as required by Vice President of Education & Exhibits; these may include—but not be limited to—one or more of the following:
  ➢ Visitor Touchpoints Committee
  ➢ Safety Committee
  ➢ Exhibits & Programming Committee
  ➢ Inclusion, Diversity, Equity, Accessibility (IDEA) Focus/Working Groups
  ➢ Other duties as required

• Professional Development:
o Seek out and attend professional development workshops and seminars, to include pursuit of Florida Master Naturalist Certification
o Stay current with educational topics, trends, research, and current events as applicable to Florida Naturalist Center operations
o Establish and maintain working relationships with other educational and cultural agencies
ACCESS REQUIREMENTS:
Access to museum before and after hours, all public areas, all exhibition floor spaces, Naturalist Center and JEA Science Theater.

SPECIAL AUTHORIZATION:
• Permission to have access to alarm codes for JEA Science Theater and Naturalist Center.
• Job duties may require access to certain chemicals and gasses for educational programming; handling these chemicals requires advanced training and adherence to OSHA guidelines.
• Must seek Vice President of Education & Exhibits approval on all purchases.

QUALIFICATIONS:
• To be successful, an individual must be able to perform each job duty satisfactorily.
• All employees must maintain current Occupational Health and Safety training as required and provided by MOSH.
• Basic understanding of principles and best practices of working within a nonprofit organization
• Florida Naturalist Center Supervisor must obtain and maintain First Aid/CPR certification
• Successful performance as Florida Naturalist Center Supervisor, as determined by Vice President of Education & Exhibits through informal and formal evaluations, may qualify employee for consideration for promotion to Florida Naturalist Center Manager. A clear path for career growth and promotion will be provided by Vice President of Education & Exhibits and the Human Resources Director.

EDUCATION AND EXPERIENCE
➢ Previous supervisory experience preferred
➢ Bachelor’s degree from an accredited institution in Education, Zoology, Environmental Sciences, Other Science(s), Museum Studies, or similar related field
➢ Previous experience teaching in formal or informal educational institutions preferred
➢ Florida Master Naturalist Certification preferred, and will be an expected professional development goal if not already held

SKILLS AND ABILITIES
➢ Must be able to multi-task and work with little supervision
➢ Must be able to use Microsoft Office applications, internet, and email
➢ Must have strong public speaking skills
➢ Exceptional classroom management skills; maintain order while supporting unconditional positive regard for students/teachers/parents/caregivers
TIME COMMITMENTS:
Hours will be coordinated (by Naturalist Center Supervisor) with schedules of other Florida Naturalist Center employees to ensure full 7-day coverage for animal care and public programming; hours are generally between 9:00 am to 5:00 pm. Some evenings, weekends, and/or holidays may sometimes be required.

DISCLAIMER:
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

EQUAL EMPLOYMENT OPPORTUNITY:
MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.