



BACK TO THE SEA

Facilities Coordinator

Location: Dartmouth (Punamu'kwati'jk), Nova Scotia (Mi'kma'ki)

Position Status: Temporary, 9 to 12 weeks [Start date in May 2022]

Hours: Full-time [35 hours per week]

Wage: \$16.30/hour

Application Deadline: April 16, 2023 at Midnight.

The Back to the Sea Society is a charity dedicated to sparking curiosity for local marine life and inspiring a desire to protect our ocean. We run a variety of ocean based educational programs, including the Back to the Sea Centre, a miniature marine interpretive centre located in Dartmouth. The Back to the Sea Centre fits into Back to the Sea's larger vision of opening a permanent collect-hold-and-release aquarium in Dartmouth (Punamu'kwati'jk). We are looking for an enthusiastic, curious and knowledgeable person who has a strong interest in ocean conservation to join our team and help advance our mission.

Summary of Position

Reporting to the Program Manager, the Facilities Coordinator will be responsible for ensuring that the Touch Tank Hut is always "visitor ready" by overseeing the maintenance of the building, information panels, and all other props. They will be the person to identify needs and source the equipment to fill these gaps and ensure that all other staff members know their roles and responsibility with regards to building maintenance and equipment handling. A large portion of the position also involves acting as a Scientific Interpreter, leading a variety of educational initiatives and programs at the Back to the Sea Centre. The successful candidate needs to have a base knowledge of local intertidal and subtidal species, a strong interest in environmental conservation and previous experience leading programs for the general public. A valid driver's license and access to a vehicle is an asset. Candidate must be comfortable handling live marine invertebrates and capable of having their hands submerged in water that contains shellfish. This position involves a combination of on-site work and working from home.

Duties and Responsibilities

Facility Maintenance

- Monitor the Back to the Sea Centre and other Back to the Sea spaces (such as the storage building) to identify needs for repairs or renovations
- Work with the Program Manager to update existing protocols and create any new protocols or policies to address new issues or needs
- Ensure COVID protocols are followed and oversee the schedule for cleaning and disinfecting the building
- Restock office, kitchen and programming materials and supplies. May be asked to assist the Animal Care Coordinator in restocking aquaristing equipment and animal food supply

- Ensure staff and volunteers know their roles and responsibilities with regards to all Back to the Sea working spaces
- Work with Program Manager to ensure compliance with health and safety regulations
- Help with researching new items and stocking of the retail space

Interpretation and Visitor Experience

- Deliver scientific interpretive programs for a wide range of audiences at the Back to the Sea Centre and on our Tidal Trekkers trips
- Welcome visitors, provide necessary information and maintain a high level of guest satisfaction through energetic interactions
- Participate in the evaluation of group programs
- Communicate animal handling protocols to guests, for both animals in touch tanks and at the beach
- Perform duties associated with opening and closing the Back to the Sea Centre on a daily basis
- Assist with the admissions process and gift shop sales
- Help with social media posts when required

Requirements/Qualifications

- Must be a Canadian citizen or legally entitled to work in Canada
- Must not be an immediate family member of community partner
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment
- Be able to work productively as part of a team while responding to feedback
- Demonstrated interest in future employment in the environmental or clean sector is considered an asset
- At least one season of interpreter/informal educator experience (e.g. camp councillor, museum interpreter, coach for a kid's sport)
- Basic knowledge of local intertidal and subtidal marine life, advanced knowledge an asset
- Excellent communication skills
- Creative and flexible
- Valid driver's licence an asset
- Spoken French an asset
- Standard First Aid training an asset
- Will be required to complete a Vulnerability Sector Check

Working Conditions

While we are constantly adapting to the state of the pandemic, it is most likely that this position will require a mix of working from home and working on-site. Our team makes use of Slack, Google Drive and Zoom to ensure an organized and positive online working environment. We abide by a "Fun yet Professional" work culture and love to celebrate wins! The schedule varies week to week and the candidate must be available to work weekends, holidays and occasional evenings.

Physical Requirements

At the Back to the Sea Centre, this position requires standing for extended periods, having your hands in cold salt water on a daily basis and occasionally involves the lifting of heavy water buckets. It may also

require walking along coastlines that may be somewhat rugged. The Back to the Sea Centre is wheelchair accessible and, should the chosen candidate have any disability that makes the standard nature of this position is not possible, we will work with them to ensure that this position is accessible to them. Candidate must be comfortable handling live marine animals and capable of having their hands submerged in water containing shellfish.

To apply, submit your cover letter, resume and two references in the form of a single pdf document to Laurel Dykun at info@backtothesea.ca. Applications must follow these guidelines or they will not be considered.

If you require any assistance with the application process, please contact us. Qualified applicants are welcome to send inquiries about the role to info@backtothesea.ca. While we will acknowledge the receipt of your application, only those selected for an interview will receive a second contact.

The deadline to apply is midnight on April 16, 2023.

Back to the Sea works in the traditional lands of the Mi'kmaq.

Back to the Sea is committed to Employment Equity. We encourage applicants from Indigenous People, Visible Minority Groups, Persons with Disabilities, people of the LGBTQ+ community and Women to occupy positions where they are underrepresented. It is the responsibility of every team member of Back to the Sea to embrace a culture that promotes diversity.