



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 29-2009

Department	Parks and Recreation/ Seattle Aquarium	Number of Positions	6	Wage	\$14.06
Job Title	Aquarium Guide	Location	Seattle Aquarium		
Start Date	9/ 30/09	End Date	6/15/10	Work Scheduled Between	9 am AM/PM 3 pm AM/PM
Minimum	4 Hours/Week	and Maximum	12 Hours/Week	Summer Schedule	Hours/Week
Special Work Scheduling Requirements	Morning weekday work schedule. Must be available a minimum of 2 weekdays in the morning, between 9 and 12, Mon through Fri.				

SUMMARY OF WORK TO BE PERFORMED: Assist education staff in classroom presentations to school groups. Teach classes including: set up and take down of classroom. Additional duties in support of education programs at the aquarium, including working in exhibit area as an interpreter, special events, and assisting with teacher workshops.

DUTIES STATEMENT: Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

50%	1)	Teach classes, pre-school through high-school.
20%	2)	Assist in teaching duties, pre-school through high-school.
10%	3)	Set up and take down classroom for school programs and teacher workshops.
10%	4)	Administrative support tasks for aquarium education.
10%	5)	Public interpretation of animals and their habitats in aquarium exhibits. Staff Life On The Edge/Life Of A Drifter; Window On Washington Waters and Family Activity Center aquarium exhibits.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:
 Marine Science knowledge increased; communication skills improved; teaching skills improved

MINIMUM QUALIFICATIONS: Education, skills, abilities, and/or experience sought. Please explain.
 Ability and willingness to work with children. Able to verbally communicate to general public; willing to learn necessary marine science knowledge and basic teaching skills. Must be available a minimum of 2 weekdays in the morning, between 9 and 12, Mon through Fri.

DESIRED QUALIFICATIONS:
 Second year or above college level preferred; some teaching experience preferred. Science/environmental education background; experience in teaching per-school to high-school; experience in public speaking.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:
 On the job training by aquarium staff on marine science and classroom management.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:
 Direct supervision by aquarium education staff.

Application Instructions:

Send your resume (please indicate which mornings you would be available between 9 and Noon) and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (29-2009), department, and your e-mail address. **Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**
Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.
We only hire students with WA State work study funding. Questions? Call 206/684-8088.