

NC Aquarium on Roanoke Island

The NC Aquarium on Roanoke Island is searching for a new Volunteer Coordinator. Below is the job description. Please share with anyone you think would be interested. Thank you

Description of Work

***** Position will function as Volunteer Services Coordinator at the North Carolina Aquarium Roanoke Island *****

Recruitment Range: \$30,856 - \$36,677

Department Information:

The Department of Natural and Cultural Resources' (DNCR) vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational and economic future of North Carolina. Our mission is to improve quality of life by creating opportunities to experience excellence in the arts, history, libraries and nature throughout North Carolina. The Department works to stimulate learning, inspire creativity, preserve the state's history, conserve the state's natural heritage, encourage recreation and cultural tourism, and promote economic development. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state's diverse population, culture, and history by expanding engagement with diverse individuals and communities. We encourage you to apply to become a part of our team.

Division Information:

The mission of the North Carolina Aquariums is to inspire appreciation and conservation of North Carolina's aquatic environments. This mission is achieved by attracting, retaining and developing a world class team of professionals; providing visitors with outstanding exhibits, experiences and customer service; practicing sustainability, internal customer service and fiscal responsibility; and working to save and restore aquatic species and habitats.

The North Carolina Aquarium on Roanoke Island is located in Manteo, NC and is nine miles from the Atlantic coastline in Nags Head. The 61,000 square-foot facility is sited on 16 acres overlooking the Croatan Sound and houses over 1600 animals in its collection. Over 280,000 guests visit the aquarium each year to see the largest collection of sharks in North Carolina, learn about sea turtle conservation, participate in a variety of programs, enjoy the beauty of the area, and think about how special North Carolina's waterways are.

DESCRIPTION OF WORK:

Reporting to the Education Curator, this position will be responsible for managing the Aquarium's volunteer program. Job responsibilities will include actively recruiting volunteers, defining volunteer job responsibilities, providing volunteer orientation and training, conducting staff development for volunteers, creating and updating a volunteer manual and program guides, and coordinating and scheduling volunteer activities with all other Aquarium units. This position will work closely with the Dive Safety Officer to assist and coordinate the volunteer dive program for the Aquarium. This position will also be responsible for evaluating and coaching volunteers, coordinating volunteer recognition and serving as the Aquarium's representative to

other volunteer organizations. The Coordinator will also work with the Education Department in preparing written educational materials, researching copy, designing brochures and conducting educational programs. Weekend, evening and holiday work is required of this position. Requires occasionally driving state vehicle to and from facilities. . Knowledge of local flora and fauna as well as northeastern North Carolina communities is preferred.

Must meet DNCR Fleet Safety Guidelines and have ability to obtain and maintain a valid driver's license.

If selected for hire, prior to first day of work a background check will be completed.

A skills assessment may be conducted during the interviewing process for this position.

Knowledge, Skills and Abilities / Competencies

***** To receive credit for your work history and credentials, you must list the information on the application form. Any information omitted from the application form, listed under the text resumes section, or on an attachment will not be considered for qualifying credit*****

In order to qualify for this position you must meet ALL the following KSA's listed below:

1. Experience developing, planning, organizing and directing volunteer programs at a Zoo, Aquariums, Park, Museums, governmental organizations, non-profit organizations, or other tourist attractions.
2. Supervisory experience.
3. Customer service experience.

Minimum Education and Experience Requirements

Graduation from a four-year college or university; or graduation from high school and four years of work in volunteer services enabling the applicant to acquire the required knowledges, skills, and abilities.

Supplemental and Contact Information

To apply for this position, please click APPLY link above.

All relevant experience must be included on application to receive proper credit. Resumes are not accepted in lieu of state application.

Persons eligible for veteran's preference must submit a copy of Form DD-214.

DNCR uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Personnel Act with the most qualified applicants. When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills and abilities, internal equity and budgetary considerations pertinent to the advertised position. The State of North Carolina is an Equal Opportunity Employer.

For additional information, please contact:

Georgia MacBride
NC Aquariums Division
(919) 877-5500, ext. 230



Dia Hitt

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