

DPA Aquarium Manager 2018 Job Description

Terms and Conditions

- Hours (per week): 35-40
- Term: Full time from early-May to mid-September 2018. Schedule to be determined, but will include some evenings and weekends. Part-time hours available during February, March and April.
- Pay: \$20/hour, plus vacation pay in lieu.
- Reports to: Liaise with and take direction from the DPA Board of Directors or designate (e.g. DPA Human Resources Committee Chair)
- Prior to Employment: Must confirm access to a vehicle, current first aid certification and criminal record check.

Summary

Under the direction of the Board of Directors, the manager is responsible for overall management and operation of the Discovery Passage Aquarium and sustainability of the organization while ensuring compliance with board directives and applicable grantor, federal and provincial requirements. The manager is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and financial, program, and administrative management of the incorporation. The President of the Board, the Board membership, provides guidance and direction.

Tasks/Responsibilities

Leadership

- Serve on hiring committee with designated board members to hire summer staff.
- Lead the management, training, supervision, and evaluation of summer staff.
- Lead the recruitment, training and retention of volunteers.

Animal Health

- Ensures acceptable levels of animal health as determined by the aquarium standard operating procedures (SOPs) which include:
 - Ensuring specimens are fed correctly
 - Ensuring tanks are cleaned regularly and that mortalities are removed immediately, and recorded
 - Ensuring water quality measurements are taken regularly and recorded,
 - Maintaining proper water flows and oxygen levels in tanks
 - Ensuring specimen densities are maintained at acceptable levels for that species
 - Ensuring that the collection and release of specimens is done following acceptable protocols and records are kept as directed by DFO and an animal health expert

Maintenance

- Ensures that the aquarium facility is maintained to presentable and safe standards, (floors clean, walkways accessible, slip or falling hazards removed, lights working, etc.

DPA Aquarium Manager 2018 Job Description

- Maintains equipment, (nets, buckets storage areas, water sampling gear, pumps, and air system) according to accepted practices, SOPs, and manuals.
- Ensures that aquarium and associated equipment is cleaned, emptied, and made as ready for seasons end as possible.

Aquarium Visitor Experience

- Develop and maintain interpretive signage and props
- Ensure a high level of visitor satisfaction through interactive and enthusiastic programming
- Develop and deliver interpretive programs for school and public groups, daily shows and feeding sessions.
- Perform interpretive duties as required

Aquarium Administration

- Ensure for timely and accurate daily deposits, cash handling, till operation, and visitor statistics.
- Conduct all administrative duties including staff and volunteer scheduling/training; record-keeping; educational bookings
- Upkeep store display and signage; coordinate regular (weekly) stock inventory for merchandise
- Implement safety policies and procedures to create a safe work environment for visitors, staff and volunteers
- Maintain all aquarium records, including those that are confidential - staff, volunteers, health and safety, DFO/animal health
- Assist with resolving any conflicts concerning staff/volunteers/public
- Coordinate with and support volunteer teams/leads e.g. Technical, Volunteers, Marketing, Special Events, etc.
- Represent the Aquarium and the DPA in the community at special events
- Prepare monthly reports to Board of Directors, attending board and committee meetings as required
- Maintain pleasant and collaborative relationships both within the organization and with our external partners
- Other duties as required

Working Conditions

- Managers usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.
- Managers work a 5-day workweek, but additionally may be required to work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

Preferred Qualifications and Experience

- University degree or technical diploma in Biology, Environmental Science or a related field.

DPA Aquarium Manager 2018 Job Description

- Management experience in non-profit organization, including working with a board and supervising volunteers.
- Experience in community-based science education.
- Experience in aquatic animal husbandry, basic accounting and marketing are an asset.
- First Aid and CPR Certification.

Knowledge, skills and abilities

- Knowledge and understanding of coastal ecology and diversity.
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage.
- Knowledge of human resources, financial and project management.
- Effective oral and written communication.