

**The Grove Museum**  
**OPS Museum Education Program Representative**  
**Working title “Naturalist/Educator”**

*Interested candidates should submit a resume and a cover letter to:*

[TheGrove@dos.myflorida.com](mailto:TheGrove@dos.myflorida.com).

Work hours: 40 h/p/w

Salary: \$15.00 p/h

Schedule: Tuesday – Saturday, 8:00 AM to 5:00 PM; events, outreach and community engagement programs as needed; afterhours as needed (adjust schedule to not exceed 40 h/p/w)

**Primary duties:**

- Assisting with day-to-day museum operations, including:
  - o site opening/closing procedures and light housekeeping
  - o giving regularly scheduled guided tours of the house and grounds
  - o supervising volunteers and interns
  - o site emergency preparation and response, including light debris pick-up
- Developing, leading, and evaluating science-based outdoor educational programs for a variety of public audiences
- Performing specialized land management activities
- Assisting with other Department of State activities or initiatives as needed

**Position requirements:**

- College degree in the natural sciences, science education, public history, anthropology, or a related field, and at least (2) years combined volunteer or paid work experience in a museum, non-profit organization, government, or a comparable environment in the private sector
- Work Tuesday – Saturday, 8:00 AM to 5:00 PM, and occasional evenings and after hours as needed
- Communicate effectively with the public
- Produce written plans and reports
- Bend, walk, stand, or sit for extended periods of time
- Lift objects up to 50 lbs.
- Proficiency in standard office software and various social media platforms
- Pass a Level II criminal history background screening

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.