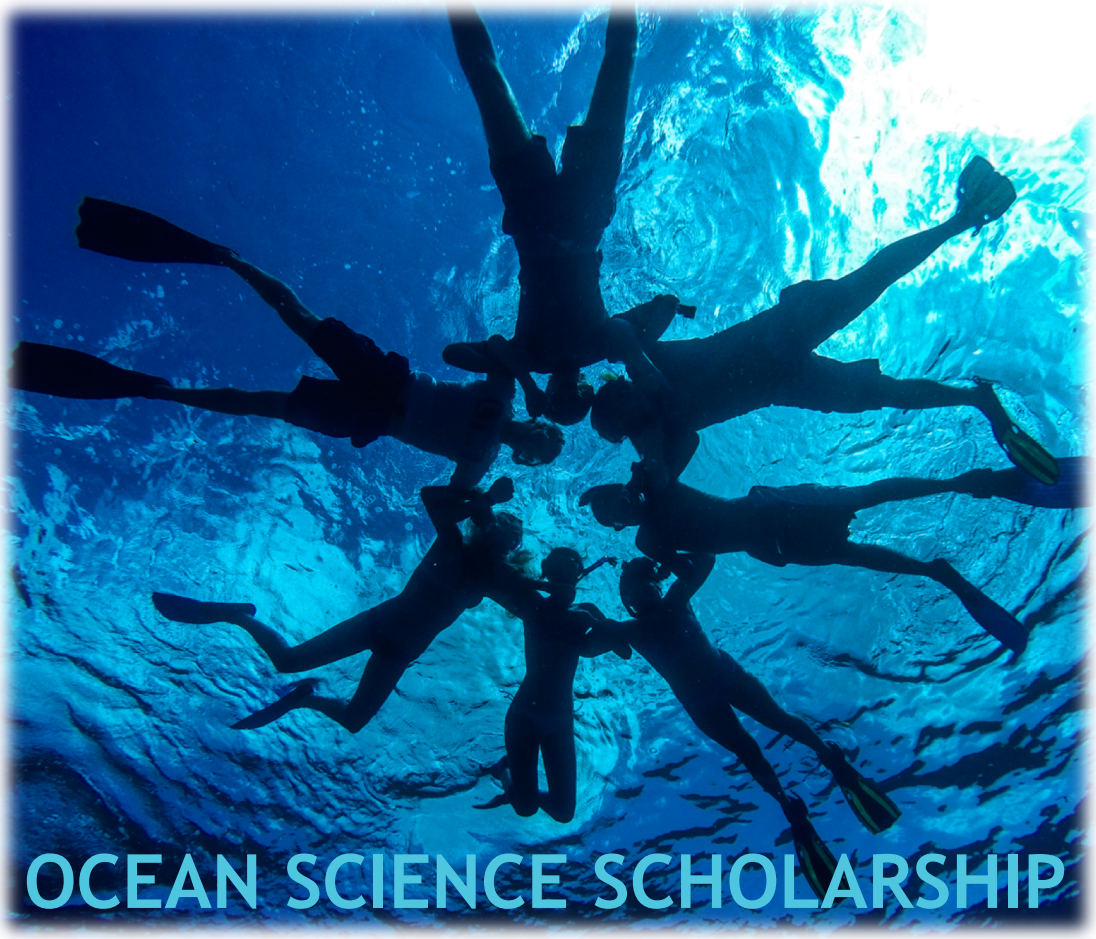
CENTRAL CARIBBEAN
MARINE INSTITUTE



Marine Education Internship
Job Description

Last updated on the 8th of April 2019

Terms and conditions

Approximate start date:	13/05/2019
Contract Type:	Three-month internship with potential to extend to six-months.
Probation Period:	n/a
Monthly Stipend:	US$500
Location:	Little Cayman, Cayman Islands, BWI
Benefits:	Housing at the Little Cayman Research Centre and 3 meals per day, 1 domestic flight to Little Cayman, LYB (from GCM or CYB).
Hours of Work:	Interns are expected to work a 6-day, standard 45-hour week. By the nature of the work, longer days are often required.

Job Description

Position Title:	Ocean Science Scholarship - Marine Education Intern (MEI)
Reporting to:	Education Coordinator and Science & Education Manager
Key Internal Relationships:	Education Department Members Research Department Members Operations Department Members Advancement and Communications Department Members
Working with:	The Ocean Science Scholar, MEI will support all aspects of the education programs at the Little Cayman Research Centre working with students and their attending teachers and chaperones.

Purpose

The Central Caribbean Marine Institute will award two prestigious scholarships to Caymanians or those with qualifying residential status, who are college-level students through the Edmund F. and Virginia B. Ball Ocean Science Scholars programme.

- The programme seeks to recruit two Marine Education Interns to work at the Little Cayman Research Centre. The internship is designed to provide invaluable work experience that build skills for students at the entry level of a possible career in education, marine science, tourism, conservation, or related field of study.
- The internship is an opportunity for students who have graduated from high school, who are attending college or who have graduated from college. Only applications from Caymanians or those with qualifying residential status will be accepted.
- The purpose of the programme is to build local capacity among young Caymanian college-level students to become ocean stewards. The programme supports students interested in exploring careers in the marine sciences. Improving local capacity and capability to protect the ocean is at the heart of CCMI's mission and is the ultimate goal of this programme.

Responsibilities:

General

1. Assist with developing, coordinating, and teaching all educational programmes at CCMI, including: years K-12, university level, and citizen science.
2. Review application packets from students and schools assuring completion and reporting to the Education Coordinator.
3. Assist with data entry to keep CCMI databases for all education programmes current.
4. Prepare and maintain classroom, labs, field equipment for school programs.
5. Support safe in-water activities including snorkel and dive trips, learning and becoming proficient with all in-water PADI and CCMI regulations.
6. Represent CCMI as a professional member of staff working alongside visiting education groups, visiting research groups, and when interacting with the local community.
7. Assist with research, operations, and advancement/communications programmes as required.
8. Assist the with general operations of a remote field station including:
    a. Helping with meal services.
    b. Collection and movement of goods and equipment.
    c. Facilities maintenance including tidying and cleaning.
    d. Giving tours and CCMI staff talks.
    e. Helping with preparing of boats for field work.

Development

1. Assist the coordinator in preparing lecture materials.
2. Assemble and organize materials, supplies, gear and equipment for classroom needs, laboratory needs, or field trips.

Other

1. Must have an up to date Cayman Islands Driver's License and be comfortable operating both manual and automatic vehicles for the transport of children and adults around Little Cayman.

How to Apply

Applications, consisting of covering letter explaining why you feel you should be considered for this post, and a full CV and contact details for two referees (who will not be contacted without your consent) should be sent to manager@reefresearch.org.

Please mark your application **Marine Education Intern, Little Cayman**.

The closing date for applications is **26/04/2019**.

Interviews: interviews will be conducted via Skype between the 27/04/19 - 29/04/19.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Personnel Specification

Area	Essential	Desirable
Skills	• Project & task management skills • Good oral communication skills • Good written communication skills • Prioritisation and time management skills • Computer skills including: Microsoft Office suite (Word & Excel) • Fluency in English (spoken and written) • Strong swimmer • PADI AOW Diver or equivalent • Emergency First Responder or equivalent	• Experience in underwater videography • Boat captain experience • Good public speaking and presentation skills • Good Caribbean marine species identification skills • PADI Divemaster or equivalent. • Emergency First Responder Instructor or equivalent
Knowledge & Experience	• Experience within a relevant discipline (Marine Science, Conservation Biology, or Education) • Knowledge of general marine science principles, Biology & Conservation. • Knowledge of marine monitoring techniques • Experienced snorkeler confident in water	• Bachelor's degree in a relevant discipline (Marine Science, Conservation Biology, or Education) • Experience working aboard vessels in the Caribbean, specifically Cayman Islands. • Experience living in remote areas under communal living conditions • Experience of basic classroom management, as well as the ability to develop lesson plans and curriculums • Experience guiding snorkel groups. • Experience in the translation of scientific information into laymen terms • Experience in implementing standard safety practices in laboratory and field situations
Behavioural Qualities	• Commitment to CCMI's mission and vision • Professional attitude to all aspects of work • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Output-driven • A willingness to learn new skills • Rigorous and diligent approach to work • Ability to work under pressure and to deal with challenges in a positive way • Team player, ability to seek out and harness the views and contributions of others • Self-starter, able to work well under own initiative • Ability to build positive individual and organisational relationships • Ability to work within a multi-cultural environment	
Other	• Applicants must be Caymanian or those with qualifying residential status. • Must have Divers Alert Network (DAN) World Prepared Diver Insurance; if you do not have insurance, it can be purchased online: https://world.dan.org/join/ • Must have a current health insurance plan for the duration of CCMI employment through a recognized insurance agency within the Cayman Islands. If you do not have current health insurance, then CCMI can facilitate this out of the awarded monthly stipend.	