

**Position Title: Shell Recycling Coordinator (part-time)**

**Position Description:**

We are seeking a part-time Shell Recycling Coordinator to perform shell recycling collections three times a week and assist with research and restoration projects as needed. The Florida Oceanographic Oyster Restoration (FLOOR) program uses oyster shells collected from partner restaurants to support oyster research and restoration. The position will work with Florida Oceanographic Society staff and volunteers to coordinate and perform shell collections from these partner restaurants as its primary. Additional duties may include assisting with living shoreline restoration, when needed. This position is grant funded and contingent on funding availability. This position is part of the Research and Conservation Department. Work directions and priorities are given by the lead staff member of the FLOOR program as direct supervisor of this position.

This position may be combined with the Microplastic Research Assistant position to be a temporary full-time position, contingent on funding availability.

**Job Responsibilities:**

The primary responsibility will be to coordinate FOS's Shell Recycling Program and assist research staff with living shoreline restoration and research projects. Responsibilities include, but are not limited to:

- Perform three times weekly shell recycling collection from local partner restaurants.
- Coordinate with restaurants to organize collections as needed.
- Work with the Community Outreach Coordinator to further relations with partner restaurants.
- Maintain and organize shell recycling facilities (storage and cleaning areas), equipment, and records.
- Assist research staff with living shoreline restoration and research projects, as needed.
- Supervise and directs work of volunteers and/or interns assisting with shell recycling duties. Train and supervise volunteers in other tasks, as needed.
- Ability to work evenings, nights, and weekends as needed.
- Consult with supervisor in event of any unusual circumstance, problem or question that falls outside of specific instructions given.
- Take on other duties as assigned by the Director of Research and Conservation or Executive Director.

**Qualifications:**

- Bachelor's degree (or currently degree-seeking) in scientific field, preferred.
- Experience with leading, training, and working with volunteers.
- Ability to complete tasks independently and within assigned time frames.
- Possess strong communication, organizational and notetaking skills.
- Current Florida drivers license with good driving record. Must be eligible for company automobile insurance.
- Ability to work outside, in the water and in adverse conditions such as rain and heat (all weather conditions). Ability to lift, push, or carry a minimum of 50 lbs.