



Job Description for Tobacco Caye Marine Station – Station Manager

TASKS

While serving as the Station Manager for the Tobacco Caye Marine Station (TCMS) the Station Manager is responsible for the following duties:

- Administering an experiential learning marine education program to TCMS clients including:
 - Responding to sales queries and hosting site visits on Tobacco Caye
 - Providing lectures and lab workshops on marine science topics
 - Leading snorkel excursions, identifying corals, fish, and invertebrates.
 - Ensuring that the client's Tobacco Caye experience is of the highest quality.
 - Interacting with the group in a professional manner, introducing TCMS's research projects and being the face of TCMS to the group.
 - Maintain existing TCMS research projects and continue to enhance data collection and community benefits.
 - Displaying passion for the marine environment and educating students from middle school to university age. Furthermore, sharing this passion with visiting tourists to the island and acting as an information point regarding reef etiquette and marine questions.
- The day-to-day management of the station, including:
 - Reports directly to the Managing Director of MBWS
 - Keeping up to date with station correspondence through the email inbox
 - Maintaining proper accounts of incomes and expenditures with petty cash and card transactions primarily from the TCMS gift shop.
 - Producing and adhering to operational budgets
 - Performing maintenance on solar and lab equipment
 - Responsibility to monitor routine building maintenance, repairs, and infrastructure condition.
 - Being the front facing representative of TCMS, personally meeting with clients, engaging with island visitors and being an ambassador and font of knowledge on TCMS services, research projects and the Belize Barrier Reef and South Water Caye Marine Reserve.
 - Maintain and enhance TCMS's good standing professional reputation and status within local community and nationally. Manage positive working relationships with local study abroad service providers, local authorities, licensing and regulatory agencies, grant-funding institutions, Ministry of Education and Fisheries Department representatives.
 - Managing the TCMS Team regarding staff tasks and responsibilities, establishing deliverables and goals and overseeing staff development.
- Developing and implementing funding proposals for new projects which include:
 - Cooperating with governmental, national, and international departments and organizations to implement education and research initiatives.
 - Creating grant proposals and preparing necessary reports required by funding organizations.
 - Improving station facilities through grant funding and donations.



- Striving to achieve the company's financial direction and expectations for the next three to five years.

OBJECTIVES

Objectives for the Station Manager include:

- Designing the further expansion of TCMS's 'Marine Ecology of Belize' program, including:
 - Research projects on invasive lionfish, trash removal and coral health surveys.
 - Virtual learning
 - TCMS internship programs
 - Increasing TCMS's contribution to surrounding reef health
- Facilitating the continued expansion of research provision by:
 - Designing long term monitoring surveys in the South Water Caye Marine Reserve to be used as the foundation of domestic internship efforts and client research projects.
 - Creating a TCMS scholarship program to be competed for, by Belizean researchers.
- Increasing the client base by:
 - Creating attractive digital and print marketing materials
 - Receiving excellent feedback from study abroad clients so that others may hear of it through word of mouth.
 - Running more volunteer positions, internships, and hosting researchers.
 - Enhancing Eco-tourism offering and allowing tourists to volunteer and help TCMS during their stay on the island.
- Serve as an Information Point for island residents, guests and visitors about the Belize Mesoamerican Barrier Reef System, visitor and user access, rules and regulations including fishing closed seasons, mangrove protection rules, and reef etiquette.
- Maintain certifications and licenses and add new ones relevant to the roles and responsibilities of the Marine Station Manager.

BENEFITS PACKAGE

- The weekly salary for the Station Manager(s) position is starting from \$250USD. This is paid for 42 weeks of the year, with a 10-week unpaid vacation period to be taken from September to November. Salary is to be paid in cash or via cheque.
- Social security contributions and income tax are to be deducted from final salary according to Belize laws.
- Two weeks vacation during the 42-week period.
- Accommodation with utilities is included in the position.
- During group stays, Station Manager meals are included for lunch and dinner.
- For international candidates, TCMS will absorb the Temporary Work Visa costs for the first year.