



Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - EDUCATION PROGRAM SPECIALIST

POSITION NO: 22096224

POSTING INFORMATION:

Advertisement Opens: May 10, 2019

Advertisement Closes: May 24, 2019

Full Time: Yes

Salary: \$49,526.00 - \$49,526.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, management, journalism, education, or a related field; plus two years of experience in education, volunteer management, communications, or a related field.

Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in wildlife biology, conservation or education. Experience working with and instructing people of all ages, especially ages 5 – 12, in educational activities and outdoor recreations both in the classroom and outdoor settings. Experience teaching outdoor skills, primarily hunting and fishing related.

Knowledge, Abilities, and Skills:

Knowledge of training course development, needs assessment, and course planning.

Knowledge of instructional techniques.

Knowledge of the principles and practices of journalism.

Knowledge of educational principles and learning concepts.

Ability to develop and present training programs.

Ability to write educational articles for publication.

Ability to compile information and write reports.

Preferred Knowledge, Abilities, and Skills:

Knowledge of and ability to communicate concepts of environmental education and outdoor skills to people of various ages and educational backgrounds. Knowledge of presentation techniques, teaching principles and methods. Ability to comfortably communicate while speaking publicly, leading groups or with the media. First-hand knowledge of outdoor activities such as hunting, fishing, canoeing, firearm safety, and watchable wildlife. Ability to prepare or organize small programs, large events, and hands-on activities. Proficiency in Microsoft Office Applications is preferred. Successful candidates must become certified Hunter Ed, Boating Ed, and ANASP instructors and assist volunteer instructors in their region.

POSTING DETAILS:

Position Location:

City: Columbus, Arkansas

Office: Grandview Prairie Conservation Education Center

Division: Education

Job Summary:

The Education Program Specialist is responsible for managing, training, and coordinating the activities of volunteers for various educational programs. This position is governed by state and federal laws and agency policy.

Typical Functions:

Develops and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of special interest seminars.

Communicates information to the public through programs, media, and other communication outlets concerning educational programs and regulation requirements.

Provides technical assistance with the design and development of education training aids and materials.

Designs, develops, and maintains exhibits and information booths at special events and activities such as school career day activities and fairs.

Performs special research projects and provides technical information and assistance to various colleges, high schools, and the general public.

Visits community leaders and school administrators to evaluate the implementation and effectiveness of the various programs.

Develops and oversees annual budgets for programs within the assigned region.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Schedule, organize and provide Hunter Education, Boater Education, environmental programming, special events and outdoor skills classes over a multi-county area. Currently Montgomery, Garland, Hot Springs, Sevier, Howard, Pike, Clark, Little River, Hempstead, Nevada, Miller, Lafayette and Columbia counties. Work with schools, education co-ops and other organizations to set up programming, classes and special events. Assist with recruiting volunteers for the facility and as program instructors. Maintaining materials and animals used for programs. Works a variable schedule including frequent nights and weekends. Statewide travel is required. Works with education facility in the region. Assists at other AGFC education facilities and events statewide. Supports statewide programs such as AYSSP, BOW, ANASP, Hunter Education, Boater Education and Project WILD.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.