



Arkansas Game and Fish Commission Employment Job Posting

NATURE CENTER MANAGER - AGFC NATURE CENTER MANAGER

POSITION NO: 22177257

POSTING INFORMATION:

Advertisement Opens: Feb. 26, 2020

Advertisement Closes: March 19, 2020

Full Time: Yes

Salary: \$61,443.00 - \$61,443.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in zoology, biology, environmental science, communications, or related area; plus three years of experience in nature conservation, including two years in a supervisory or leadership capacity.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

Experience working in a nature center or education center setting. Experience in presenting to the public and doing media appearances. Experience with shooting range/ archery range management. Certifications in AGFC programs such as Hunter Ed., Basic Archery Instructor or related are a plus.

Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and techniques. Knowledge of nature, wildlife, and biology. Knowledge of nature center marketing and promotion strategies. Knowledge of inventory control, purchasing and procurement procedures, grants administration, and customer service. Ability to assign and coordinate work activities and to monitor the performance of subordinates. Ability to select merchandise related to the nature center's mission and desirable to customers. Ability to communicate orally and in writing. Ability to prepare reports and maintain records and files.

Ability to plan and manage public and private events.

Preferred Knowledge, Abilities, and Skills:

Experience with recruiting, hiring and managing people. Must be able to motivate staff and handle the public in a professional manner. Experience with shooting range/Archery range operation and shooting education. Knowledge of and ability to communicate concepts of AGFC's mission. Knowledge of budgeting, personnel, purchasing, invoicing, AASIS and other administrative procedures are preferred. Knowledge of gift shop management, operations and procedures. Public speaking skills including media appearances. Must be able to supervise a small full-time staff and extra labor employees. Must be an energetic self-starter that can operate the facility without daily supervision. Preferred candidate should have knowledge of Arkansas Flora and Fauna, and should have multiple outdoor skills and abilities that they are capable of teaching to others.

POSTING DETAILS:

Position Location:

City: Springdale, Arkansas

Office: JB Hunt Family Ozark Highlands Nature Center, Springdale

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Nature Center Manager is responsible for managing the nature center facility, supervising nature center staff, and public conservation education. This position is governed by state and federal laws and agency policy.

Typical Functions:

Supervises a small-sized staff of nature center support personnel and volunteers by interviewing, hiring, training, making work assignments, and evaluating job performance. Supervises the purchase of nature center inventory, including soft goods, gifts, souvenirs, and sundry items, which are focused on the mission of the nature center. Oversees public programs, events, meeting rooms, and exhibits at the nature center. Seeks, obtains, and manages grants, donations, and sponsorships for programs and exhibits. Presents programs to the public, such as schools and community organizations, representing both the agency and the nature center. Performs administrative duties, such as compiling data for budget preparation, developing and revising bookstore policies and procedures, and compiling and maintaining data for preparation of required reports. Solves problems, including visitor complaints, employee/volunteer performance, mechanical malfunctions, and safety issues. Performs other duties as assigned.

Specific Duties and Responsibilities:

This position manages, supervises, and coordinates the programs, activities, and operations of a new 32,000 square foot facility on 62 acres that will be open to the public 6 days a week. The selected candidate will supervise a staff of 4-6 onsite full-time employees and 3-4 part-time employees along with being responsible for the oversight of AGFC educational activities throughout a 4 county region.

As this center will not open until autumn of 2020, the candidate will initially be responsible for overseeing the final construction phases of the center, hiring the staff team, working with Education staff to procure everything needed to open the facility, and will be the on-site staff person during final construction phases and exhibit installation.

The Center Managers' main responsibility, once the center is open, will be to provide direction, oversight, scheduling, and evaluation for the new nature center and the programs offered through the center. They will be the key staff responsible for building community partnerships, securing funding for projects, building the center volunteer base, and for successfully opening the center to the public.

The Center Manager will develop and administer the Nature Center budget and ensure that procurement follows AGFC policy and procedure.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent weekend and overtime work may be required. Occasional in-state travel required.

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references. Applicants may apply online at <https://jobs.agfc.com>. Applications must be submitted by midnight on **March 19, 2020**.

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