



Arkansas Game and Fish Commission Employment Job Posting

NATURE CENTER MANAGER - AGFC NATURE CENTER MANAGER

POSITION NO: 22133532

POSTING INFORMATION:

Advertisement Opens: Aug. 5, 2020

Advertisement Closes: Aug. 26, 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. 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. 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: Little Rock

Office: Witt Stephens Jr. Central Arkansas Nature

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 oversees the Witt Stephens Jr. Central Arkansas Nature Center. This 16,000 square foot facility is located near to many public attractions, including the Little Rock River Market, a busy tourist area in downtown overlooking the Arkansas River. The facility is open to the public 6 days a week and supervises a staff of 4 full-time employees and volunteers.

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.

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