



Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - EDUCATION PROGRAM SPECIALIST

POSITION NO: 22177957

POSTING INFORMATION:

Advertisement Opens: Sept. 15, 2020

Advertisement Closes: Oct. 13, 2020

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:

NONE

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:

Experience presenting to school groups and/or public audiences. Possess knowledge of how to safely operate archery equipment and various firearms. Experience working on a firing range and good knowledge of firearm handling, archery equipment, and maintenance. Knowledge and ability to handle and care for education animals, primarily reptiles and various fish species. Certification and experience with AGFC education programs including Hunter Education, Boater Education, National Archery in Schools Program (NASP), Arkansas Youth Shooting Sports Program (AYSSP). Preference will be given to candidates who are familiar with equipment and techniques associated with recreational hunting and fishing with a good knowledge of AGFC hunting and fishing regulations. Ability to effectively speak and write in English and Spanish.

POSTING DETAILS:**Position Location:**

City: Jonesboro, Arkansas

Office: Forrest L. Woods Crowleyâ€™s Ridge Nature 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:

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, materials, and virtual media. Develops and conducts education and training programs designed to train volunteers for various educational programs, and participates in the presentation of special interest seminars. Collaborates with leadership on design and development of new exhibits. Maintains current exhibits and information booths at special events and activities. Performs special research projects and provides technical information and assistance to various schools, and the general public. Visits community leaders and school administrators to evaluate the implementation and effectiveness of the various programs. Performs other duties as assigned.

The position will oversee activities room (Discovery Room), where they will develop and display temporary exhibits and manage items provided for visitors in the Discovery Room such as the inventory of craft supplies, games, puzzles, etc. They will plan, market, and provide educational programs to visitors and school groups, and serve as the lead social media administrator for the Nature Center's Facebook page. This position will be the Volunteer Coordinator for the facility, and will be responsible for recruiting, training, and managing volunteers.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Other Specific Information:

All applicants subjected to a criminal background check.

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