



Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - Education Program Specialist

POSITION NO: 22150605

POSTING INFORMATION:

Advertisement Opens: April 14, 2021

Advertisement Closes: April 30, 2021

Full Time: Yes

Salary: \$49,256.00 - \$49,256.00 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.

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:

Bachelor degree in Biology, Fish and Wildlife Management, Conservation, Education, Park and Recreation Management, or a related field; plus experience in Environmental Education including working with public and volunteers. Experience with or certification from NAI (National Association for Interpretation) is a plus. Experience with developing and presenting environmental education programs including hunting and fishing related skills programs. Experience with customer service and assisting the public.

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 interpretive methods for program planning, familiar with the flora and fauna of Arkansas and its Eco-regions, familiar with wildlife management concepts especially with issues pertaining to Arkansas, ability to coordinate multiple activities with children, peers, supervisors, and volunteers; ability to communicate in a public forum, understand care-taking and handling of education animals, skilled in research methods and exhibit design concepts, ability to instruct in a variety of outdoor skill building activities, proficient in various computer software programs including the google suite and online platforms like zoom.

POSTING DETAILS:

Position Location:

City: Pine Bluff, Arkansas

Office: Governor Mike Huckabee Delta Rivers 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:

Develops and conduct mission related education programs, workshops, and events designed for public outreach, school groups, teachers, and summer camps for youth. Instruction includes skill building activities in fishing, hunting, boating, shooting sports, conservation management, and other outdoor activities. Communicates information to the public through media and marketing methods. Develop and maintain interpretive exhibit, signage, and literature for the nature center. Assists with facility operations and visitor service.

Assists with the care and handling of education animals. Networks with agency divisions, community leaders, downtown museums, interest groups, and sister agencies to evaluate the implementation and effectiveness of various programs through partnerships. Administrative duties include budget review, managing a program calendar, weekly and monthly reporting, and point of sale tasks. Recruit, coordinate and train volunteers to assist with educational programs, facility maintenance, and conservation project. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Frequent in-state travel is 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.