



## **Arkansas Game and Fish Commission Employment Job Posting**

**EDUCATION PROGRAM SPECIALIST - Education Program Specialist**

**POSITION NO: 22150603**

### **POSTING INFORMATION:**

Advertisement Opens: June 18, 2021

Advertisement Closes: July 9, 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 the public and volunteers. Experience with developing and presenting environmental education programs including hunting, fishing, and 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.

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**POSTING DETAILS:**

Position Location:

City: Casscoe

Office: Potlatch Conservation Education Center at Cooks Lake

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 conducts mission related education programs, workshops, and events designed for public outreach, school groups, teachers, and other special interest groups to be held at the facility as well as throughout the East Arkansas region. 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 education center. Assists with facility operations and visitor service.

Networks with agency divisions, community leaders, local museums, interest groups, and sister agencies to evaluate the implementation and effectiveness of various conservation education programs through partnerships. Administrative duties include budget review, managing a program calendar and monthly reporting. Recruit, coordinate, and train volunteers to assist with educational programs, facility programs, facility maintenance and conservation projects. 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:

**ADDITIONAL INFORMATION:**

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. Designs, develops, and maintains exhibits and information booths at special events and activities such as school career day activities and fairs. Responsible for coordinating with AGFC program coordinators and partners to hold various mentored hunts and fishing camps. Develops and oversees annual budgets for programs within the assigned region. Frequently works on nights and weekends. Performs other duties as assigned.

Applicants being considered for hire must pass a substance abuse screening before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

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