



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

**EDUCATION PROGRAM SPECIALIST - Education Program Specialist**

**POSITION NO: 22150605**

### **POSTING INFORMATION:**

Advertisement Opens: Dec. 15, 2021

Advertisement Closes: Jan. 31, 2022

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 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 excel spreadsheet creation and power-point.

**POSTING DETAILS:**

Position Location:

City: Pine Bluff

Office: 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 conducts mission related education programs, workshops, and events designed for public outreach, facilitates conservation education and outdoor skill building instruction with school groups and day-camps, organizes and facilitates summer camps for children, communicates information to the public through media and marketing methods, and provides technical assistance with the design and development of education training aids and materials. Designs, develops, and maintains educational exhibits for the nature center. Assists with facility operations and greeting/assisting the public. Facilitates Hunter Education and Boater Education classes and testing. Assists with the care and handling of education animals. Development of nature center signs and literature concepts. Networks with community leaders, downtown museums, interests groups, and sister agencies to evaluate the implementation and effectiveness of various programs and create partnerships. Submits and manages annual budgets for programs within education, purchases and creates education program materials, and manages a program calendar and monthly reporting. Recruit, coordinate and train volunteers to assist with educational 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:

Some instate and overnight travel will be required, as well as working some nights, weekends, and holidays.

This position has the designation of a safety-sensitive position. Applicants being considered for this position are subject to pre-employment drug and alcohol testing. Refusal to submit to testing will result in disqualification of further employment consideration. If offered a position, employees in this position will be subject to periodic drug and alcohol testing.

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.