



## Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - Education Program Specialist

**POSITION NO: 22177258**

### **POSTING INFORMATION:**

Advertisement Opens: June 14, 2022

Advertisement Closes: July 5, 2022

Full Time: Yes

Salary: \$40,535.00 - \$40,535.00 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:

N/A

#### 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 public audiences. 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. Certification and experience with AGFC education programs including Hunter Education, Boater Education, National Archery in Schools Program (NASP), Arkansas Youth Shooting Sports Program (AYSSP). Prefer candidates who are familiar with equipment and techniques associated with recreational hunting and fishing. Knowledge of AGFC hunting and fishing regulations. Ability to effectively speak and write in English and Spanish.

**POSTING DETAILS:**

Position Location:

City: Springdale

Office: Ozark Highland 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:

The position will oversee archery, air gun and firearm range operations including coordinating team practices, leading training classes, scheduling and operating tournaments, range maintenance, and managing inventory of supplies. The position also plans, markets, and provides the majority of education programs to visitors and school groups at the education center. This person is also responsible for the daily care and upkeep of education animals. This position will work closely with education center team and occasionally direct work of interns, volunteers, and extra help staff.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

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.