



Arkansas Game and Fish Commission Employment Job Posting

AGFC Education Statewide Coordinator - **Education Statewide Coordinator**

POSITION NO: 22096061

POSTING INFORMATION:

Advertisement Opens: Nov. 1, 2023

Advertisement Closes: Dec. 1, 2023

Full Time: Yes

Salary: \$54,860.00 - \$54,860.00 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 three years of experience in education, volunteer management, communications, or a related field, including one year in a supervisory or leadership capacity.

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:

.

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 supervisory practices and techniques.

Knowledge of educational principles and learning concepts.

Ability to develop and present training programs.

Ability to write educational articles for publication.

Ability to plan, organize, and oversee the work of subordinates.

Ability to compile information and write reports.

Preferred Knowledge, Abilities, and Skills:

- Experience with shooting and maintaining archery equipment.
- Knowledge of archery shooting discipline and competition.
- Ability to load and transport large cargo trailers.
- Knowledge and technical experience with setting up archery ranges.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Recreational Shooting

Job Summary:

The AGFC Education Statewide Coordinator 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, monitors, and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of special interest seminars.

Writes and reviews information designed to communicate 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 AGFC Education Statewide Coordinator over this program is responsible for managing, training and facilitating the participation in events aligned with the Arkansas National Archery in the Schools Program. The Coordinator also helps recruit, train and retain schools, coaches and participants in the program and is responsible for the procurement and management of equipment necessary to support tournaments at the regional and statewide level.

The Education Statewide Coordinator plans and implements training and archery events and also works with communities, recreational departments and other staff to increase access to archery shooting ranges across the state for all Arkansans.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

.

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