



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Summer Intern - **AGFC Conservation Program Technician / Part-time**  
**POSITION NO: 22096394**

### **POSTING INFORMATION:**

Advertisement Opens: Jan. 19, 2024

Advertisement Closes: March 31, 2024

Full Time: No

Salary: \$13.00 - \$13.00 Hourly

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

To be eligible for an AGFC Internship, applicants must meet the following prerequisites:

- Must have 60 hours of college credits earned by the time the Internship begins.
- At the time of application, must be a college student, graduated within the previous 12 months, or currently enrolled in a post-graduate program.
- Must have a 2.5 cumulative grade point average on a 4.0 scale.

Selected intern will coordinate directly with his/her college or university to obtain course credit for their work.

Preferred Education and/or Experience:

The intern must be an eager and outgoing individual who is ready to work outdoors and speak to the public.

Experience with basic computer programs such as Microsoft Word, Excel, Powerpoint, and Google is preferred.

Knowledge, Abilities, and Skills:

Required skills may vary depending on the AGFC position and division. The following skills are typically required for conservation-focused AGFC positions:

- Knowledge of the procedures and methods used in documenting wildlife investigations.
- Knowledge of the equipment and techniques used to maintain buildings, grounds and equipment.
- Knowledge of fish propagation, harvesting, cultivation, and maintenance activities.
- Knowledge of tissue and blood sampling techniques used in collection research.
- Knowledge of agricultural methods and basic land laws.
- Knowledge of timber marking, land surveying, and other related forestry techniques.
- Ability to collect samples of wildlife, perform fish hatchery, prepare reports, maintain files, and present oral and written information.
- Ability to operate and maintain wildlife equipment.

Preferred Knowledge, Abilities, and Skills:

The intern should: be interested in pursuing a career in a conservation-related field; be a quick learner; and have a willingness to undergo on the job training. Prior knowledge of Arkansas native flora and fauna and a love for the outdoors is strongly recommended.

Other preferred skills:

- Skilled in outdoor related activities such as hunting, fishing, hiking, etc.
- Ability to present educational and recreational programs to audiences of all ages.
- Excellent verbal and written communication skills

**POSTING DETAILS:**

Position Location:

City: Jonesboro

Office: Forrest L. Wood Crowley's Ridge Nature Center

Division: Education

Job Summary:

The AGFC Internship program is designed to help students gain education and practical experience related to the conservation work AGFC performs and to meet hands-on training requirements necessary for students to earn their degree. This training is critical to students pursuing a conservation career and is often the deciding factor in gaining employment after college.

Typical Functions:

To be determined by the hiring supervisor.

Specific Duties and Responsibilities:

- Complete the Conservation Companion Project by conducting a minimum of 3 conservation related programs a week.
- Lead summer Outdoor Skills programs
- Shadow different divisions within the agency in northeast Arkansas
- Answer phones, greet guests, and show excellent hospitality to our guests
- Assist with special events and other conservation related programs
- Identify native wildlife species and plant species at the facility
- Assist other divisions of the agencies as various conservation opportunities arise
- Assist with keeping record of participants, programs, and meaningful comments from week to week

Certificates, Licenses, or Registrations:

None

Special Job Dimensions:

AGFC interns are paid \$13.00 per hour and work approximately 40 hours per week (no more than 400 hours for 10 weeks).

Intern positions will be available through June, July, and August. Flexible work schedules can be established with your division supervisor.

**REQUIRED DOCUMENTATION:**

Please upload and attach to this application:

1. A current resume.
2. A one-page cover letter to include goals, interests, and how an AGFC internship will help accomplish those goals.
3. A copy of your unofficial or official college transcript(s). Official transcripts will be required prior to employment start date.

**IF THESE DOCUMENTS ARE NOT ATTACHED, YOUR APPLICATION WILL BE DETERMINED INCOMPLETE UNTIL THEY ARE RECEIVED.**

If you are unable to attach your documentation, you may email it to Sharon Morris at: [sharon.morris@agfc.ar.gov](mailto:sharon.morris@agfc.ar.gov). Please be sure and provide the following in the email subject line: position name and position number. All documents must be received by March 31, 2024.

Other Specific Information:

The selected intern must be willing to work Saturdays and summer holidays if the facility is open.

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