



Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - EDUCATION PROGRAM SPECIALIST

POSITION NO: 22124706

POSTING INFORMATION:

Advertisement Opens: July 19, 2024

Advertisement Closes: Aug. 8, 2024

Full Time: Yes

Salary: \$49,526.00 - \$71,432.00 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.

Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in natural science, communications, education or a related field; plus two years of experience in education, volunteer management, outdoor skills instruction, or a related field.

- Experience supervising volunteers/staff
- Experience with native landscaping and trails
- Experience with archery, shooting, hunting and fishing

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:

- General knowledge of (and the ability to communicate) concepts of environmental education, natural history and outdoor skills to people of all ages and backgrounds
- Ability to multi-task and coordinate multiple activities with peers, supervisors, and volunteers
- Ability to supervise, lead, motivate volunteers
- Skill in public speaking
- Proficient in basic outdoor skills, hunting and fishing
- Skill in native plant landscaping and trail work
- Skill in social media engagement

POSTING DETAILS:

Position Location:

City: Fort Smith

Office: Arkansas River Valley Nature Center

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) 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:

- Assist with nature center programming, maintenance of trails, and native landscaping
- Create and present classes and activities relating to agency initiatives, as well as family oriented environmental education, natural history programs, outdoor skills programs, and special events to audiences of diverse ages and backgrounds
- Supervise volunteers, and develop and conduct training programs designed to train volunteers for various educational programs
- Create community and educational partnerships and work to target underserved audiences
- Must have good teamwork and communication skills
- Promote and publicize AGFC and nature center programs to increase awareness and visitation with current marketing strategies (including social media)
- Frequent travel within designated region and weekend work required
- Some statewide and out of state travel required
- Other duties as assigned

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

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