



## Arkansas Game and Fish Commission Employment Job Posting

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

**POSITION NO: 22095841**

### **POSTING INFORMATION:**

Advertisement Opens: Sept. 9, 2024

Advertisement Closes: Oct. 21, 2024

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:

The formal education equivalent of a bachelor's degree in business administration, management, or a related area, including two years of experience in education programs, volunteer management, or related field, including one year in a supervisory role or serving in another leadership capacity.

#### 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:

- Expertise in developing and planning training, conducting needs assessments, and employing effective instructional techniques
- Well-versed in educational and supervisory practices, and capable of writing detailed reports
- Qualifications include knowledge of trap shooting, including rules, range safety, and instructional techniques for both participants and volunteer coaches in the Arkansas Youth Shooting Sports Program
- Must be experienced in managing large shooting tournaments, handling incidents calmly, and be familiar with Olympic, ATA, and AIM trap rules

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Shooting Sports

#### 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:

- Responsible for new developments, day-to-day operations, and overall oversight of the Youth Shooting Sports program, ensuring it aligns with organizational goals, safety standards, and state regulations
- Role includes monitoring program effectiveness, recommending improvements, and organizing training sessions, workshops, and certification programs for coaches, instructors, and volunteers while providing ongoing support and resources
- Focus on recruiting and engaging new schools, teams, and participants, particularly in underrepresented areas
- Event coordination at local, regional, and state levels will be part of your duties, involving logistics management and collaboration with sponsors and stakeholders.
- Administrative tasks will include maintaining accurate records, preparing performance reports, managing budgets, and seeking funding opportunities.
- Ensuring safety and compliance through regular audits and training, staying informed about relevant regulations
- Communication and collaboration responsibilities involve serving as the primary contact for inquiries, nurturing relationships with stakeholders, and sharing updates through various channels.
- 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.