Arkansas Game and Fish Commission Employment Job Posting

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

POSITION NO: 22124698

POSTING INFORMATION:

Advertisement Opens: Nov. 14, 2024

Advertisement Closes: Dec. 13, 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:

Formal education equivalent of a bachelor's degree in environmental education, natural science, communications, or related field plus three (3) years of experience as a park naturalist/interpreter, outdoor skills instructor, or formal educator

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:

- General knowledge of the natural history of the Ozark Highlands area, as well as bordering geographical regions, including native flora and fauna species identification
- General knowledge of interpretation principles and learning concepts
- Knowledge of and ability to communicate concepts of environmental education, natural history, and outdoor skills to people with a variety of ages and educational backgrounds
- Ability to coordinate multiple activities with peers, supervisors, and volunteers
- Skilled in oral and written communication, including public speaking
- Experience in exhibit research and design, native landscaping, educational program/event development and presentation, as well as, proficiency in basic outdoor skills, hunting, and fishing is preferred
- Ability to properly handle most types of small native animals in programs
- Bilingual

POSTING DETAILS:

Position Location:
City: Springdale
Office: Ozark Highlands Nature Center
Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Education Statewide Coordinator is responsible for managing, training, and coordinating the activities of program sponsors for various educational programs. This position is governed by state and federal laws and agency policy

Typical Functions:

Develops, monitors, and conducts education and programs designed to train volunteers and program sponsors for various educational programs

Develops and oversees annual budgets for programs within the assigned region.

Participates in the presentation of special interest seminars

Responsible for obtaining instructional materials for program activities and their sponsors

Writes and reviews information designed to communicate to the public through programs, media, and other communication outlets concerning educational programs and regulatory requirements.

Provides technical assistance with the design and development of educational 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.

May supervise a professional and administrative support staff by interviewing applicants, making hire or termination recommendations, training, assigning and reviewing work, and evaluating the performance of incumbents.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Assist with and oversee the development and maintenance of nature center exhibits, facilities, and programming
- Create and present programs relating to agency initiatives that fulfill state educational standards, and coordinate with K-12 educational curriculum in area schools
- Create and present school and family-oriented environmental education, natural history programs, outdoor skills programs, and special events to audiences of diverse ages and backgrounds.
- Perform outreach programming to the four-county region
- Create community and educational partnerships and work to target under-served audiences.
- Attend local community events to grow and promote a love of both consumptive and non-consumptive uses of natural resources
- Promote and publicize AGFC and nature center programs, events, and facilities to the general public, educational facilities, civic organizations, and other venues to increase awareness and visitation with current marketing strategies (including social media)
- Frequent travel within the designated region and weekend work required. Some statewide and occasional out-of-state travel is required.
- Must have good teamwork and communication skills
- 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.