



Arkansas Game and Fish Commission Employment Job Posting

AGFC EDUCATION PROGRAM SPECIALIST - AGFC EDUCATION PROGRAM SPECIALIST

POSITION NO: 22124704

POSTING INFORMATION:

Advertisement Opens: Dec. 2, 2024

Advertisement Closes: Dec. 30, 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:

Formal education equivalent of a bachelor's degree in environmental education, formal education, natural science, communications, or related field plus three (3) years of experience as a park naturalist/interpreter, outdoor skills instructor, or conservation 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 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 natural history in our region and bordering mountain ranges, including the ability to identify native flora and fauna specie
- Experience in exhibit research and design, native landscaping, educational program/event development, and presentation
- 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 of various ages and educational backgrounds
- Ability to coordinate multiple activities with peers, supervisors, and volunteers
- Skilled in oral and written communication, including public speaking
- Proficiency in basic outdoor skills – hunting and fishing preferred
- Ability to properly handle most small native animals in programs including but not limited to an owl
- Open to a hands-on, exploration type of learning and application of nature concepts

POSTING DETAILS:

Position Location:

City: Springdale

Office: Ozark Highlands 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 and oversee the development and maintenance of nature center facility, exhibits, trails, and educational programming
- Create and present programs related 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 in the areas of: wildlife, fishing, recreational access, stream team (water analysis), and caving
- 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, events, and facilities to the general public, educational facilities, civic organizations, and other venues to increase awareness and participation in AGFC programming, while building a volunteer network to aid in programming
- Frequent travel within the designated region and weekend work required
- Some statewide and occasional 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.