**Arkansas Game and Fish Commission Employment Job Posting**

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

**POSITION NO: 22096304**

**POSTING INFORMATION:**

Advertisement Opens: Dec. 2, 2025

Advertisement Closes: Dec. 15, 2025

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:

- Hunter Education Instructor with a minimum of 2 years of experience teaching Hunter Education
- Boating Education Instructor with experience teaching Boating Education

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:

- Familiar with many types of firearms
- Active hunter (large game, small game, waterfowl, or archery
- Familiar with hunting regulations and trapping techniques
- Experience teaching and working with diverse groups of people and students of all ages

**POSTING DETAILS:**

Position Location:
City: Little Rock
Office: AGFC Headquarters Office
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:

- Manage and coordinate statewide programs for Hunter Education and Boating Education
- Work with volunteer instructors statewide in both programs, supporting them with training, materials, scheduling, etc.
- Work with federal aid
- Must be organized and detail-oriented
- Must be fully invested in customer service for instructors and class graduates needing help.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

T**his position will not start until March 1, 2026.**

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