



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

**EDUCATION PROGRAM SPECIALIST - Education Program Specialist**

**POSITION NO: 22096141**

### **POSTING INFORMATION:**

Advertisement Opens: June 27, 2022

Advertisement Closes: July 29, 2022

Full Time: Yes

Salary: \$49,256.00 - \$49,256.00 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.

**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:

Bachelor's degree in Biology, Fish and Wildlife Management, Conservation, Education, Park and recreation Management, or a related field; plus experience in Environmental/Conservation Education including working with public and volunteers. Experience with developing and presenting environmental/conservation education programs including hunting, fishing and outdoor recreation programs. Experience with customer service, youth and positive public interaction a must.

#### 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:

Knowledge of interpretive methods for program planning, familiar with the flora and fauna of Arkansas, familiar with wildlife management concepts especially with issues pertaining to the North Central part of the state. Ability to coordinate multiple activities with children, peers, supervisors and volunteers; ability to communicate in a public forum, understand care-taking and handling of education animals. Ability to instruct in a variety of outdoor skill building activities, with an emphasis on hunting and fishing. Ability to develop and present training programs, including hunter and boater education. Proficient in various computer software programs including Google Suite, Google Meet, Zoom, excel spreadsheet creation and power-point. Ability to navigate and utilize social media to promote AGFC programming and events.

**POSTING DETAILS:**

Position Location:

City: Yellville

Office: Fred Berry Conservation Education Center on Crooked Creek

Division: Education

Job Summary:

The 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:

Develops and conduct AGFC strategic plan and R3 education programs, workshops, and events designed for public outreach. Provides support to Fred Berry Crooked Creek Nature Center and Ponca Nature center for onsite youth and adult programming as needed. Develop and conduct hunting and fishing centered events and programs as well as hunter and boater education for youth and adults. Help with mentored youth hunts, shooting sports and archery, including school program recruitment. Communicate information to the public via media outlets including radio and other marketing methods. Maintain exhibits and information booths at special events and activities such as school career day and local fairs and festivals. Network with community leaders, museums, sister agencies and other interest groups to foster relationships and partnerships. Manage budget spending for educational programming, work calendars and monthly reporting. Perform other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Frequent in-state travel is required.

Other Specific Information:

Some instate and overnight travel will be required, as well as working some nights, weekends, and holidays. This position covers 11 counties (Boone, Marion, Baxter, Fulton, Izard, Sharp, Stone, Cleburne, Van Buren, Searcy and Newton) and will require travel, but will be based in either Ponca or Yellville if new hire lives within a reasonable radius of either facility.

This position has the designation of a safety-sensitive position. Applicants being considered for this position are subject to pre-employment drug and alcohol testing. Refusal to submit to testing will result in disqualification of further employment consideration. If offered a position, employees in this position will be subject to periodic drug and alcohol testing.

All applicants are subject to a criminal background check.

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