



## Arkansas Game and Fish Commission Employment Job Posting

EDUCATION PROGRAM SPECIALIST - EDUCATION PROGRAM SPECIALIST

POSITION NO: 22177259

### **POSTING INFORMATION:**

Advertisement Opens: April 3, 2024

Advertisement Closes: April 23, 2024

Full Time: Yes

Salary: \$49,526.00 - \$49,526.00 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:

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#### 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:**

- Experience presenting to school groups and public audiences
- Experience working on a firing range and good knowledge of firearm handling, archery equipment, and maintenance
- Knowledge and ability to handle and care for education animals
- Certification and experience with AGFC education programs including Hunter Education, Boater Education, National Archery in Schools Program (NASP), Arkansas Youth Shooting Sports Program (AYSSP), or Fishing in Natural State (FINS)
- Prefer candidates who are familiar with equipment and techniques associated with recreational hunting and fishing, and knowledge of AGFC hunting and fishing regulations
- Ability to effectively speak and write in English and Spanish

**POSTING DETAILS:**

**Position Location:**

City: Springdale

Office: Ozark Highlands Nature Center

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:

- Assist with and oversee development and maintenance of nature center exhibits, facility, trail, landscaping, and programming
- Create and present programs relating to agency initiatives that fulfill state educational standards, and coordinate with K-12 educational curriculums 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 4 county region
- 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 general public, educational facilities, civic organizations and other venues to increase awareness and visitation with current marketing strategies (including social media)
- Other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Other Specific Information:

This position will also oversee archery, air gun and firearm range operations including coordinating team practices, leading training classes, scheduling and operating tournaments, range maintenance, and managing inventory of supplies. The position plans, markets, and provides the majority of education programs to visitors and school groups at the education center.

This position will also be responsible for recruiting, training and engaging the center's volunteer program. Qualified candidate will work closely with full time AGFC center team, supervisor facility operation, and direct work of interns, volunteers and extra help staff.

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