



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 6023

OUTDOOR EDUCATION PROGRAM ADMINISTRATOR

GRADE L

SCOPE OF WORK:

Work involves coordinating and administering statewide outdoor safety and conservation education programs of the North Dakota Game and Fish Department.

DUTIES PERFORMED:

- Plan, develop, and implement goals, objectives, policies, and procedures for program area(s).
- Administer state and federal grants, and develop and manage program budgets.
- Recruit, select, train, and maintain a volunteer staff of instructors throughout the state; maintain ongoing communications with volunteer instructors via newsletter, recognition program, direct contacts, etc.
- Coordinate all aspects of event planning for multiple education events to include registration, logistics, volunteer coverage and equipment.
- Review, select, develop, and present education program material; promote education course availability to the public.
- Plan, organize, and conduct instructor training sessions; monitor required training hours for volunteer instructors.
- Develop and maintain relationships with external stakeholder groups to assist with outreach, education and funding.
- Prepare program work plans and reports.
- Maintain education certificate records and materials.
- Gather and maintain program information in a data collection system, complete program reporting and ensure data compliance with federal standards.
- Purchase and maintain education program inventory and materials.
- Coordinate the release of news articles, feature stories, and media presentations that promote agency programs and projects.
- Represent agency at special events.
- May require radio and television appearances.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in education, wildlife management, or a field related to the program area, and three years of work experience conducting training or professional level experience in wildlife, outdoor, or recreational administration.

Eff. Date: 11/82

Rev: 11/98 - Changed from 3-level hunter education specialist because volunteers conduct all training

Rev: 07/09 – Rewritten to include other programs

Rev: 07/12 – Conversion to Hay System

Rev: 03/17 – Revised title, scope of work, duties, and factor evaluation; changed grade