



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 6023

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**OUTDOOR EDUCATION PROJECT ADMINISTRATOR**

GRADE K

**SCOPE OF WORK:**

Work involves administration of statewide outdoor education projects of the North Dakota Game and Fish Department.

**DUTIES PERFORMED:**

- Plan, develop, and implement goals, objectives, policies, and procedures for a project area.
- Administer state and federal grants and develop and manage project budgets.
- Recruit, select, and maintain a volunteer staff of instructors throughout the State; maintain ongoing communications with volunteer instructors via newsletter, recognition program, direct contacts, etc.
- Review, select, develop, and present education program material.
- Plan, organize, and conduct instructor training sessions.
- Promote education course availability to the public.
- Prepare work plans and reports.
- Maintain education certificate records 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