

HUNTER EDUCATION COORDINATOR – Position# K0233950

This **unclassified**, full-time position is part of the Education Section team and is stationed at the Pratt Operations Office. It is directly supervised by Aaron Austin, Educational Services Section Chief.

This position is responsible for directing all aspects of the statewide Kansas Hunter Education Program. Coordinates delivery of hunter education services with other agency personnel and volunteer instructors. Recruits and maintains a robust and diverse volunteer instructor corps to conduct courses for student certification in hunter education. Develops and evaluates educational curriculum to meet statutory requirements and national standards for certification courses. Plans and conducts instructor orientation and in-service training events to include agency and program policy/procedure updates. Develops and maintains in-person and online training materials for instructors and establish a feedback/communication channel to evaluate its effectiveness.

Responsible for annual planning, reporting, and managing the Basic Hunter Education federal aid grant. Defines baseline maintenance budgets, determines availability of funds to support program expenditures, and documents needs for new or enhanced efforts. Responsible for maintaining all documents and databases relating to federal funding and federal aid requirements.

Coordinates and administers statewide furharvester education and bowhunter education programs. Coordinates with the online course providers and various department staff to ensure the success of this course delivery method. Works with the Recruitment, Retention and Reactivation (R3) coordinator and education staff to evaluate trends and identify new opportunities that can directly benefit both traditional and online course participants to become reliable customers, and safe, knowledgeable, and ethical hunters. Designs in-person advanced hunter education programs that complement online delivery course options and encourage volunteer instructors to organize and teach advanced courses.

Assists the Education Section Chief with administration of the shooting range development program, including development and maintenance of program guidelines, review and assessment of grant requests and ensuring compliance with program guidelines and environmental standards. Provides staff support to the Chief of Education on general education matters. Prepares correspondence responses, completes questionnaires, and researches specific topics as requested by supervisor.

BENEFITS: Beginning hourly rate, \$31.96/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Bachelor's degree required. Must be knowledgeable with regard to teaching and communication techniques as well as training in firearms, archery handling and instruction, first aid and CPR. The successful candidate must pass a background check and must possess and maintain a valid driver's license.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - **Email** - the email listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

*****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – April 12, 2024

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.