

**CLASS TITLE: STATE HUNTER SAFETY EDUCATION
COORDINATOR (DEM)**

Class Code: 02757500
Pay Grade: 28A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, develop, oversee and direct a comprehensive, legislatively-mandated hunter education program on a statewide basis; to oversee and direct the operation of the state owned shooting range(s); and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Division of Fish & Wildlife's Deputy Chief for Wildlife who reviews work for conformance to state and federal laws, rules, regulations and departmental policy.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of staff and volunteers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To plan, develop, oversee direct a comprehensive, legislatively-mandated hunter education program on a statewide basis.

To oversee and direct the operation of the state-owned shooting range(s).

To plan, develop and direct special events, activities and outreach to enhance and expand hunter education training opportunities.

To publicize hunter education events and class schedules through print and social media.

To oversee the issuance of Hunter Education Certification Cards, Bow Hunter Education Certification Cards and Archery Proficiency Cards, and to maintain a database of all persons who receive said certifications.

To oversee the issuance of duplicate certification cards in the event of loss or theft of original.

To develop and recommend program goals and objectives, prepare and deliver summaries of activities, and recommend changes in curriculum, policy, regulations, and laws pertaining to hunter safety and education.

To supervise and assist in the preparation and selection of instructional materials for the mandated training program including instructor and student manuals, audio/visual aids, course outlines, safety devices, pamphlets, brochures, and training aids.

To store, maintain distribute and safeguard state owned firearms, ammunition and archery equipment used in the Hunter Education Program.

To develop and present hunter/education informational programs to schools, camps, civic organizations, sportsmen's organizations and others.

To supervise and develop training programs for new volunteer instructors, and to provide training opportunities and performance evaluations to existing instructors.

To provide certification to Hunter Education Instructors on yearly basis and to maintain a database of all certified instructors.

To serve as a liaison with the U.S. Fish and Wildlife Services hunter education staff, the International Hunter Education Association and other state and provincial hunter safety education groups.

To participate in the development, proposal and promulgation of Hunting Regulations and Park & Management Area Regulations.

To offer input and guidance regarding statutory changes pertaining to hunting and firearms.

To review all hunting accident reports, gather accident data, supervise the preparation and distribution of statistical information, and to maintain and update the Hunting Incident database in conjunction with the Division of Enforcement and the International Hunter Education Association.

To be responsible for the preparation of regular and special reports and for the maintenance of various records.

To supervise the preparation of purchase orders for all hunter education materials, and to store and oversee the distribution of all materials used in Hunter Education training activities.

To conduct archery proficiency testing and train staff and volunteers to conduct archery proficiency testing.

To ensure and certify volunteer instructor competency and eligibility according to the Rhode Island Hunter Education Program, Policies and Procedures Manual.

To plan, develop and direct operations at Great Swamp Shooting Range to include hiring and scheduling of Range Safety Officers, purchasing and maintaining equipment and supplies, and implementing and reviewing Target Range Regulations.

Participating in designing and upgrading facilities and overseeing facility maintenance and lead management.

To plan, develop and direct policy regarding the issuance of Target Range permits to the general public, and to issue permits in accordance with existing policy.

To maintain a database of all target range permit holders.

To oversee and implement internet-based Hunter Education training.

To participate in evaluating and updating hunter licensing policies procedures.

To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of Rhode Island hunting laws, rules and regulations; A thorough knowledge of the principles and practices of safe, responsible, and ethical sport hunting; a thorough knowledge of the various types of hunting-related firearms and ammunition, bows and arrows, and their intended use and limitations; a thorough knowledge of the fundamentals of rifle, pistol and archery marksmanship; a thorough knowledge of the Department's regulations and fire arms industry standards, concerning how to safely occupy, manage and conduct firing range operations involving all types of fire arms and archery equipment; a thorough knowledge of current safety procedures, range equipment and range maintenance procedures; a working knowledge of modern training principles and methods used in conferences, classes, workshops, and seminars, including constructing lesson plans, establishing training facilities and materials, using various instructional methods, audio visual aids, and course evaluation methods to meet the training needs of various age groups; a working knowledge of effective curricula design and human dimension research, as it relates to Hunter Education; a working knowledge of distance learning concepts and principles; the ability to effectively communicate in oral and written formats; a working knowledge of outdoor survival techniques and related first aid techniques; a working knowledge of native Rhode Island bird and mammal species; a working knowledge of general principals of wildlife conservation and management; the ability to demonstrate safe, responsible and ethical hunting practices and

techniques; the ability to safely and effectively supervise range operations involving subordinate personnel; the ability to establish and maintain effective working relationships with agency personnel, volunteer instructors, associates in other states, federal organizations and the general public; the ability to ensure, that the hunter education program meets identified needs to preserve, protect, and restore Rhode Island's wildlife resources; the ability to prepare clear and concise written reports; the ability to use audio/visual equipment; the ability to use computer systems and basic software packages in the maintenance of accurate records and in public presentations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Wildlife Management, Natural Resources, Conservation, Law Enforcement or a related discipline, supplemented by courses in hunter education, firearm safety, the use of archery equipment and shooting range operation and maintenance; and

Experience: Such as may have been gained through: employment in a hunter safety program for a minimum of four years, or a similar full-time paid position in the field of teaching or instruction, with a focus on the development of training materials and lesson plans in hunting, wildlife management, hunter safety, conservation law enforcement and familiarity with firearms and archery equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment and continually thereafter:

- 1) Must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
- 2) Must possess a valid motor vehicle operator's license.
- 3) Must be a certified Firearms Instructor.

Editorial Review: 3/15/03

Class Revised: September 3, 2017