

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

**Class Code: 02757500
Pay Grade: 26A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, develop, and direct a comprehensive legislatively mandated hunter education program on a statewide basis; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior who reviews work for conformance to state and federal laws, rules, regulations and departmental policy.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a staff engaged in the hunter education program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, develop, and direct a comprehensive legislatively mandated statewide training and information program on hunter education.

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

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

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

To supervise and develop training programs for new volunteer 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 review all hunting accident reports, gather accident data, and supervise the preparation and distribution of statistical information.

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.

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

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

To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of safe, responsible, and ethical sport hunting; knowledge of the various types of hunter-related firearms and ammunition, bows and arrows, and their intended use and limitations and skill in handling such equipment; a working knowledge of modern training principles and methods used in conferences, classes, workshops, and seminars including lesson plan construction, establishment of training facilities and materials, use of various instructional methods, audio visual aids, and course evaluation methods to meet training needs of various age groups; the ability to demonstrate safe, responsible and ethical hunting practices and techniques; knowledge of outdoor survival and related first aid techniques; knowledge of

native Rhode Island bird and mammal species; knowledge of Rhode Island hunting laws, rules and regulations; knowledge of general principals of wildlife conservation and management; knowledge of the principles and practices of effective supervision; the ability to apply principles of effective supervision to professional and volunteer staff including techniques of staff development and training; the ability to establish and maintain effective working relationships with agency personnel, volunteer instructor corps, associates in other state and federal organizations and the general public to assure 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; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college with a Bachelors Degree in Wildlife Management, Natural Resources, Conservation Law Enforcement or a related discipline, supplemented by coursed in hunter education, firearm safety and the use of archery equipment; or,

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 REQUIREMENT: Conditions for appointment:

1. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate
2. Must have a valid Rhode Island Driver's License.

Class Revised: February 16, 1997

Editorial Review: 3/15/03