



Seasonal Hunter Recruitment Employment Opportunities

Oregon Department of Fish and Wildlife (ODFW)

- Classification:** Program Analyst 1- 7 Positions
(Classification #C0860 - there is no announcement number for this recruitment)
- Salary Range:** \$3,177 - \$3,332 per month,
(Commensurate with experience)
- Location:** 7 positions based out of the ODFW Headquarters office in Salem. Work to be conducted primarily in the local area; however, in-state travel will be required based on project needs.
- Duration:** 6 months (*August 1, 2014 –February 28, 2015*)
These are estimated dates. Length of season(s) may be shortened or extended depending on project needs, funding or factors beyond the project's control.

Job Description: Primary duties will be to coordinate and deliver hunter education classes and field days, as well as adult pheasant hunting workshops and other hunter recruitment related activities, under existing Hunter Education Program and Outdoor Skills Education Program guidelines. Positions will collaborate with I&E Division education staff and other Department staff to conduct these classes and events and will engage local sporting groups and volunteers to assist in these efforts. Responsibilities will include scheduling classes, preparing for and instructing classes, maintaining records and monitoring project schedules, outcomes, accomplishments and expenses, and transporting/maintaining program supplies and equipment. Office work will include scheduling classes and reporting on classes using the Department's computer online registration system. While most duties will be conducted in the local area, assistance at other hunter recruitment events throughout the state may be required.

These positions require a flexible work schedule that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day. Regular weekend and night work will be required. These positions may be physically demanding, including lifting equipment and supplies up to 50 pounds. Employees will occasionally be working independently under adverse weather conditions in semi-remote areas.

Requirements: A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; OR

Any combination of experience or education equivalent to three years technical-level experience that typically supports the knowledge and skill requirements listed for the classification.

Applicants with related experience (e.g., experience teaching hunter education or other outdoors skills related classes or workshops, are familiar with hunting and the safe handling of firearms, able to communicate with hunters and other members of the public and are able to keep neat and precise records) or who possess or are in pursuit of a related degree in biological sciences may be given preference.

Applicants must have a valid driver license and an acceptable driving record. The Oregon Department of Fish and Wildlife will check driving records for in-state finalists. Out-of state finalists will be required to present a current driving record for review. Successful applicants will be required to tow enclosed cargo trailers using a state-owned vehicle. Applicants must be legally authorized to possess firearms. All successful applicants will be required to undergo a criminal history background check and hunter education certification training.

How to Apply: You must complete an Oregon Department of Fish and Wildlife Employment application form.

Applications are available on ODFW's seasonal jobs page at: http://www.dfw.state.or.us/hr/seasonal_jobs.asp.

This recruitment is open until further notice and may close at any time; interviews will be conducted in mid-to late July.

Email (preferred), Mail or FAX a completed Oregon Department of Fish and Wildlife Employment Application form as soon as possible to:

Oregon Department of Fish and Wildlife
Attn: Roger Fuhrman
Address: 4034 Fairview Industrial Dr. SE, Salem, OR 97302
Phone: 503-947-6010
FAX: 503-947-6009
Email: roger.w.fuhrman@state.or.us

Within three days of hire, applicants will be required to complete the U.S. Department of Homeland Security's I-9 form confirming authorization to work in the United States. ODFW is unable to support VISA sponsorships.

If you have a disability, and need an alternative format in order to complete the application form, you may call the Fish and Wildlife Human Resources office at (503) 947-6051 between the hours of 8 a.m. and 5 p.m., about the alternative format needed. Reasonable accommodation for interviews will be provided to individuals with disabilities upon request.

The Oregon Department of Fish and Wildlife is an equal opportunity/affirmative action employer.