

4-H Volunteer Job Description: 4-H Shooting Sports Instructor

JOB TITLE: 4-H Shooting Sports Instructor

REPORTS TO: County 4-H Program Coordinator

TIME COMMITMENT: 1 year. Re-enroll annually through county Extension system.

JOB SUMMARY: Provide quality, educational, positive opportunities for youth development while utilizing the 4-H Shooting Sports Curriculum in a safe and appropriate manner.

PEOPLE SUPERVISED: 1-10 assistant instructors, teen instructors as deemed appropriate, other adult volunteers as needed or available.

PRINCIPAL DUTIES:

1. Supervises and controls the operation of the Shooting Sports facilities, equipment (including firearms), volunteers and participants in a safe and effective manner.
2. Direct, schedule, supervise and develop participants of the 4-H Shooting Sports Program. Assures understanding of all responsibilities, delegates authority, directs, appraises, and counsels.
3. Conducts Shooting Sports classes within the guidelines set by the National/State Shooting Sports Committee.
4. Keeps current on government and safety regulations concerning the safe handling of firearms and related equipment.
5. Resolve complaints related to the Shooting Sports Program. Those complaints which are not resolved are referred to the County Youth Educator and/or State Shooting Sports Coordinator.
6. Administers an approved Risk Management Program within established guidelines.
7. Plans and formulates policies and procedures for the efficient operation of the Shooting Sports Program in coordination with other Discipline Instructors and the County Youth Educator or his/her designate.

JOB REQUIREMENTS:

Must maintain current Discipline Certification, which must be renewed every three years. Must be able to fulfill the duties described above.

AGE: Instructor: 21 and older
Teen Instructor: 16-20

REQUIRES KNOWLEDGE OF:

1. Firearms operations and practices
2. 4-H policies and procedures
3. Safety and Risk Management Programs
4. Age Appropriate Learning Experiences

SKILL & ABILITIES:

1. Interpersonal skills with other instructors, volunteers and participants
2. Management skills sufficient to assure proper inventory control, risk management, record keeping and other duties as deemed necessary
3. Willingness to work hard to get the job done properly

PREVIOUS EXPERIENCE:

Must have a working knowledge of firearms/archery equipment, a desire to help develop youth, and successfully complete the Volunteer Selection Process (VSP). Previous experience working with a 4-H Shooting Sports Program, while not required, is desirable.

DISCLAIMER: This job description indicated the general level of work expected and is not designed to cover every activity. The instructors may be asked to perform other duties as needed.