

# Kansas 4-H Shooting Sports Coordinator

## Job Description

**Purpose:** Serve in a middle-management position that manages and supervises the local 4-H Shooting Sports Program and Certified Discipline Instructors under the guidance of the Extension Agent.

### Responsibilities:

1. Cooperatively work with the local Extension Agent, communicating the priorities, needs and impacts of the local 4-H Shooting Sports Program.
2. Work closely with the Certified Discipline Instructors for planning, organizing and facilitating educational and practice meetings of the local 4-H Shooting Sports Program.
3. Communicate the local 4-H Shooting Sports Program plans with members, parents, volunteers, discipline instructors and Extension Agent(s).
4. Assist in coordinating and scheduling facilities for conducting 4-H Shooting Sports educational and practice meetings.
5. Recruit, supervise and mentor discipline instructors and volunteers (adults and teens).
6. Develop a plan for growing program, purchasing equipment and generating resources.
7. Promote the 4-H Shooting Sports Program and opportunities for increasing participation.
8. Stay current with 4-H Shooting Sports through reading emails and Kansas 4-H shooting sports web page.
9. Complete and submit required paperwork such as insurance renewals, match and training registration before deadlines.
10. Follow and maintain risk management procedures including firearm safety and Kansas 4-H policies.
11. Enroll yearly in 4honline and complete requirements to be a 4-H volunteer.

### Skills/Knowledge Needed:

- Organizational, management and communication skills
- Ability to work with adults and delegate responsibilities
- Aptitude for networking and collaborating
- Knowledge or willingness to learn and/or follow policies within the 4-H Program
- Capability for working with youth and have an interest in youth development
- Skillfulness in public relations and marketing needed for recruiting members, funds, etc.
- Age 21 with previous leadership experiences
- Earned a State Certification as 4-H Shooting Sports Coordinator