Volunteer Position Description
4-H Youth Development

Position Title:
4-H Shooting Sports Club Coordinator

Time Required:
On-going and dependent on club needs, approximately 5-15 hours per month dependent on number of programs/disciplines offered at the club level.

General Purpose: Responsible for the overall coordination and management of the Club's Shooting Sports Program.

Specific Responsibilities:

- Serve as the primary liaison between State Shooting Sports Coordinator, 4-H professionals, extension staff, club volunteers, club instructors, members and families in the delivery of 4-H Shooting Sports Programs and updates.
- Coordinate planning and delivery of club trainings, meetings, shooting events and service projects.
- Recruit Shooting Sports volunteers/instructors and teens/Junior Leaders to help with club, county and state programs.
- Coordinate the procurement of club resources, including fund raising, grants, equipment and lesson plans.
- Promote Shooting Sports on a county level.
- Ensure the adoption of state Shooting Sports policies at the club level including all risk management policies and plans.
- Promote the 4-H Shooting Sports program within the county.
- Secure, complete and submit required paperwork, to the county Extension office or State Shooting Sports Coordinator by posted deadlines.
- Manage and maintain lists of certified Shooting Sports Instructors in the club, ensuring their active status.
- Assist with obtaining and submitting all club 4-H Shooting Sports instructor hours, club youth enrollment and other information requested annually by the State 4-H Shooting Sports Coordinator for State and National tracking purposes.
- Develop/provide Risk Management Plans, inventory lists and other required paperwork to the county Extension office yearly.
- Communicate all State 4-H Shooting Sports news/opportunities/information in a timely manner to all club members. This may include managing social media sites, email list or other means of communication.
- Promote information about Shooting Sports invitationals including the 4-H Shooting Sports National Invitational, the 4-H Shooting Sports Achievement record, Shooting Sports Camps and other events, directly to members and families.
- Answer questions from 4-H members and families regarding 4-H Shooting Sports or direct them to informational websites, resources or the State Shooting Sports Coordinator.
- Assist with Shooting Sports Instructor recertification, including tracking, maintain records and reminder to instructors up for recertification in your club.
- Promote county and state fair judging opportunities and events.

Qualification & Expectations:

- Age 21 or older. All Certified Shooting Sports Instructors must be 21 years of age or older, including Coordinators.
- Must be an approved 4-H Volunteer.
- State Coordinator certification required.
- Ability to work with other volunteers and 4-H professionals, to teach and motivate, while nurturing positive self-esteem, decision making, responsibility and leadership skills in the youth members participating in the Shooting Sports program.
- Ability to delegate responsibility to other club volunteers.
- Have an interest in the development of youth and the Shooting Sports program.
- Previous leadership experience a plus.
- Organizational, management, communication, public relations and marketing skills are a plus.
- Knowledge of overall 4-H programs and activities or willing to learn about them.

Ohio State University Extension Will:

- Provide Coordinator Certification training and a National Shooting Sports curriculum handbook upon completion of the training.
- Provide positive youth development training opportunities and resources at the county level.
- Have professional staff available to consult with and listen to the County Shooting Sports Coordinator.

Mentor/Supervising Professionals

- County Extension 4-H Youth Development Professional(s)

For more information about the Ohio 4-H Shooting Sports program, please visit our website at
www.go.osu.edu/OhioShootingSports