

Volunteer Position Description

4-H Youth Development

Position Title:**4-H Shooting Sports County Coordinator****Time Required:**

On-going and dependent on county needs, approximately 10-20 hours per month dependent on number of clubs, programs or disciplines offered at the county level. This position is considered a *volunteer middle manager*, no direct salary.

General Purpose: Responsible for the overall coordination and management of the County Shooting Sports Program.

Specific Responsibilities:

- ◆ Serve as the primary liaison between State Shooting Sports Coordinator, 4-H professionals, extension staff, volunteers, instructors, county advisory committees, members and families in the delivery of 4-H Shooting Sports Programs and updates within the county.
- ◆ Coordinate planning and delivery of county trainings, meetings, shooting events and service projects for the county Shooting Sports Program under the direction of the county 4-H professionals.
- ◆ Recruit Shooting Sports volunteers/instructors and teens/Junior Leaders to help with county and state programs.
- ◆ Coordinate the procurement of county resources, including fund raising, grants, equipment and lesson plans.
- ◆ Promote Shooting Sports on a county and state level.
- ◆ Ensure the adoption of state Shooting Sports policies at the county level including all risk management policies.
- ◆ 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 list of certified Shooting Sports Instructors throughout the county, ensuring their active status.
- ◆ Facilitate/mediate/arrange State 4-H Shooting Sports Advisory Committee meetings at least 2 per year up to monthly *if required in your county*.
- ◆ Assist with obtaining and submitting of all county 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.
- ◆ Request Risk Management Plans, inventory lists and other required paperwork from Shooting Sports clubs in the county yearly. Ensure this paperwork is submitted and on file with the county Extension office.
- ◆ Communicate all State 4-H Shooting Sports news/opportunities/information in a timely manner to all county 4-H shooting sports volunteers. This may include managing social media sites, email list or other means of communication.
- ◆ Promote information about shooting invitationals and the 4-H National Invitational, the 4-H Shooting Sports Achievement record and Ambassador program, Shooting Sports Camps and other events.
- ◆ Answer questions from county 4-H volunteers 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.
- ◆ Assist with new club recruitment and startup as needed at the county level.
- ◆ Assist with county 4-H Shooting Sports fair judging events as needed.

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Qualification & Expectations:

- ◆ Age 21 or older. All certified Shooting Sports Instructors must be at least 21 years of age including the Coordinator.
- ◆ 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.
- ◆ 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 a plus.
- ◆ Knowledge of networking and collaborating a plus.
- ◆ Knowledge of overall 4-H programs and activities or willing to learn about them.
- ◆ Ability to work with minimal supervision from 4-H professionals.

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



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