JOB TITLE: Discipline Instructor, 4-H Shooting Sports
REPORTS TO: District/County coordinator or Extension Agent
TIME COMMITMENT: 1 year; renewed yearly. Three year commitment preferred. Time ranges from 8-40 hours per year (Preparation time not included).
LOCATION: Serve within your District/County
TYPE OF POSITION: Key Volunteer Leader, no direct salary.
GENERAL PURPOSE: Be responsible for the teaching of knowledge and skills related to a specific shooting sports discipline to 4-H members, ages 7-18.

RESPONSIBILITIES:
1. Stress shooting safely. Teach the program following the National 4-H curriculum and Recommended Best Management Practices as provided.
2. Coordinate activities with district/county shooting sports coordinator.
3. Coach members on proper shooting sports techniques.
4. Attend shooting sports club meetings and activities.
5. Recruit and train assistant instructors as needed.
6. Inform Coordinator about and help secure needed equipment and facilities.
7. Recruit parents and members.
8. Participate in additional training programs the local shooting sports committee decides to include (ie. Hunter Education, Red Cross First Aid, 4-H Leadership, etc.).
9. Help plan the yearly program.
10. Actively encourage and support members by working with them individually to review project work.
11. Encourage members to participate in other 4-H events and activities.
12. Help publicize 4-H shooting sports activities and results.
13. Maintain records on activities and project work.
14. Assist in recruiting, screening and utilizing other volunteers for the club.
15. Communicate regularly with the district/county coordinator.
16. Provide transportation for members to related events and activities.
17. Accept supervision by and abide by the policies of Kansas State Research and Extension, Department of Kansas 4-H Youth Development and the local Extension Unit.

QUALIFICATIONS REQUIRED:
1. Age 21 or older for all disciplines.
2. Ability to work with youth and adults.
3. Have an interest in shooting and some knowledge of shooting techniques.
5. Complete the 4-H Volunteer Screening and be a registered 4-H volunteer.
6. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.

SUPPORT TO BE PROVIDED:
1. 4-H shooting sports instructor training workshop (minimum of 20 hours).
2. 4-H shooting sports curriculum handbook upon completion of workshop, other materials as available.
3. Local volunteer training programs.
4. Newsletters and other correspondence.
5. Notification of other activities which are open to all 4-H participants (camps, fair, workshops, etc.).

WORKING CONDITIONS: Participants could be exposed to lead dust, heat, cold, loud noise, and moving machinery such as targets, firearms, target retrievers, etc.

DISCLAIMER: This job description indicates 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.

AGREED: ___________________ Date: ___________________ Instructor

APPROVED: __________________ Date: ___________________ Extension Agent

March 2014