Virginia 4-H Shooting Education Program
Position Description – Coordinator

General Description

The coordinator is the “go-to” person responsible for the overall coordination and management of the 4-H shooting education club. The coordinator is the liaison between the club and the extension office.

Training

“Coordinator” is one of the disciplines offered during state-wide instructor certification/training weekends. Other disciplines include archery, muzzleloading, pistol, rifle, shotgun and advanced shotgun (Teaching Trap, Skeet and Sporting Clays).

Responsibilities

- ** Administration –** complete required paperwork; assure that 4-H club is following 4-H and Shooting Education policies, procedures and risk management guidelines; record keeping; reporting; and oversee club finances.

- ** Communication –** serve as liaison between club and extension staff; responsible for overall communication between discipline instructors, 4-H members and parents.

- ** Youth Development** – use shooting education as a vehicle to help 4-H members learn life skills; keep the emphasis on positive youth development.

- ** Planning/Scheduling** – work with discipline instructors, 4-H members and parents to develop Annual 4-H Club Program Plan including 4-H club meetings, practices, competitions, instructor certifications, service learning projects, recognition, etc.

- ** Resource Development** – work with discipline instructors, 4-H members and parents to raise funds, purchase equipment, and develop range facilities.

- ** Promotion** – promote the overall 4-H shooting education program; recruit new members, volunteers and donors.

- ** Quality Assurance** – make sure the overall safety of the program and quality of instruction is upheld to the highest possible standards.

*Share responsibility with discipline instructors, 4-H members and parents

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