

Virginia 4-H Shooting Education Program

Position Description – Club 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

Last updated March 2014.