

## SEATTLE SKEET AND TRAP CLUB

### JOB DESCRIPTION FOR SPORTING CLAYS/5-STAND MANAGER

Purpose: The sporting clays course and the 5-Stand at Seattle Skeet and Trap (“SST”) are some of the best clay target shooting venues in the Northwest. In order to keep the venues in top condition so they are open for use and enjoyment by the public on a regular basis, they need constant maintenance, repair, and improvements. Volunteers from SST club members are not sufficient to keep up with the requirements of operating and maintaining these venues in first-class condition. As such, SST would like to create a new position for a paid “Sporting Clays and 5-Stand Manager” whose roles and responsibilities will be as set forth below.

Title: Sporting Clays and 5-Stand Manager.

Date of Hire: Immediately.

Qualifications: SST is seeking a candidate who enjoys working outdoors in all weather conditions, has a friendly and outgoing personality, has knowledge about clay target shooting sports, reliable, a good communicator, strong organizational skills, and is a self-starter who can work independently and at same time supervise a team of 1-3 paid individuals who will help open and close the courses and work with club volunteers who share the same desire to keep the shooting venues in first-class condition.

Supervision: The manager will report directly to SST’s Board of Directors (President being the focal point) who will supervise and provide direction to the manager.

Job Description: The manager will perform the following duties (which may be revised by the SST board):

- inspect the courses on a daily basis for current condition and note any issues for attention and resolve those issues
- coordinate and assist battery inspection and replacement
- coordinate and assist filling clay target machines as necessary
- coordinate and assist the removal of trash and spent hulls and cleaning up around the shooting stations
- coordinate the stations and machines to be opened on each day so there is always a variety of targets for the public shooters
- ensure that each machine has a cover and is working properly
- ensure that the Long Range controls at each station are working properly
- ensure that the target boards in each sporting clay station correctly identify the targets to be thrown and that proper signs indicating machine location are placed next to those machines
- address any issues with growing trees, grass, weeds and other vegetation that needs attention
- ensure that the yellow chain on each sporting clay station is blocking the entrance to all closed stations and removed from all open stations
- design and set the sporting clay course for the monthly shoots; be responsible for running the monthly sporting clay shoots to ensure the course is properly set, machines are working, resolve

any problems that occur during the shoot, and supervise the closing of the course after each monthly shoot

- coordinate and assist all aspects of the 5-Stand venue so that it is open on the scheduled dates and times, machines are in good working order and filled with targets, and trash/spent hulls are placed in trash/recycle bins
- take action to ensure that both venues are clean, maintained, and open for use by the public on the dates and times scheduled by the SST board; supervise the daily Sporting Clay and 5-Stand range masters to ensure all of the above tasks are completed.

The manager must wear eye and hearing protection at all times when on either of the courses and have full knowledge of all safety rules and procedures and always following them and ensure others on the course are also following SST's safety rules.

Work hours: Tuesday, Thursday –Sunday, 9:00 a.m. to 4 p.m.

Salary/Pay Structure: Determined based on experience.

Background Check: Participation in and passing a background check conducted by SST's agent is a prerequisite to hiring.

Independent Contractor Status: The position will be an independent contractor hired on an "AT WILL" basis. The hired individual will be responsible for paying his/her own taxes and complying with all local, state, and federal tax filing requirements. The position will NOT be an employee.