

## **Job Description – Programs Manager**

### **Scholastic Clay Target Program, Scholastic Shooting Sports Foundation**

#### **Territory – Southeastern United States including**

**KY, TN, MS, AL, FL, GA, SC, NC, VA**

**Location: Remote, Contiguous USA, Must Reside in Territory**

**Reports To: National Director, Scholastic Clay Target Program**

**Status: Full Time, Exempt**

The Scholastic Shooting Sports Foundation (SSSF) is seeking a highly motivated individual to assume the role of Programs Manager for the Scholastic Clay Target Program (SCTP). The successful candidate will be responsible for growing and supporting SCTP member teams.

The Scholastic Shooting Sports Foundation (SSSF) is a 501c (3) not-for-profit organization and is the national leader in youth development shooting sports programs. Using a combination of education and athletics our mission is to enhance the growth and personal development of student athletes throughout the nation through the shooting sports.

Through a variety of fun, team-based shooting events in both our Scholastic Clay Target Program (SCTP) and Scholastic Action Shooting Program (SASP), we provide student athletes aged elementary through college with a supportive environment where shooting sports serve as catalysts for teaching life lessons and skills that emphasize positive character traits and citizenship values. Throughout all training, practice and competitions, we instill in our participants a commitment to safe firearm handling, teamwork and leadership.

#### **Job Description**

Responsible for member growth of the program by recruiting new teams and retaining existing programs. Work with and develop Regional Field Representative (RFR) employees and volunteer State Advisors to grow the SSSFs' clay target sports in a grass-roots fashion. Provide training, key information and resources for RFRs, State Advisors and coaches within respective regions. Find and develop state advisors and other key groups in states who can positively influence and grow local member-teams and support coaches on a daily basis.

Provide support for program competitions. Consult with RFRs, state advisors and coaches as needed to ensure leagues, local matches, regional matches and state matches are successful. Ensure teams are registered and are using the SSSF SHOT data system for managing athletes and events.

Develop leads and provide support for program fundraising efforts. Assist National Director to plan and conduct fundraisers such as raffles, banquets, etc. which benefit local teams and the national organization. Ensure all national fundraising remains compliant with local, state and national regulations. Assist National Director in soliciting industry and other national-level sponsorship.

Serve as on-site shoot director and/or assistant shoot director for all national level events and some regional events. Recruit local volunteer match directors for other regional and state championship events and work closely with volunteer shoot directors to ensure events are conducted in accordance with SSSF standards.

Work with Regional Field Representatives, State Advisors and other key stakeholders to conduct a variety of volunteer coach training including shooting coach certification and SCTP informational meetings.

Work closely with the National Director to develop the annual program budget and monitor program income and expenses against the budget. Supervise and provide directions to Regional Field Representatives in assigned region. Monitor the progress of employees and state advisors based on key metrics and provide periodic progress reports to the National Director. Review and approve employee timesheets, travel and program expenses per SSSF policies.

### **Desired Qualifications**

- 2+ years experience as shooting coach and/or state advisor
- 2+ years experience in a leadership role managing volunteers
- 2+ years experience in successfully managing shooting competitions
- 5+ years successfully supervising employees
- Prior experience in fundraising
- Prior experience as a volunteer shooting sports or other youth sports coach
- Prior experience successfully developing grassroots, volunteer-based programs
- Prior experience in shooting coach training and certification
- Working knowledge of all clay target sports
- Strong interpersonal and presentation skills
- Self-motivated with ability to work remotely as a team player
- Familiarity with clay target sports registration and scoring software programs
- Ability to travel up to 30%

### **Compensation**

Competitive pay based on experience and qualifications.

### **How to Apply**

Send resume, cover letter and salary requirements to [jobs@sssfonline.com](mailto:jobs@sssfonline.com)

Interviews are scheduled for early March timeframe.