

SEATTLE SKEET AND TRAP CLUB
JOB DISCRIPTION 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 of 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 has created a position for a paid “Sporting Clays and 5-Stand Manager” whose roles and responsibilities are 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 a good background and knowledge base of shooting sports, reliable, a good communicator, strong organizational skills, physically fit, and is a self-starter who can work independently and at the 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 from time to time):

- Maintain the venue at all times which includes but is not limited to appearance in general and manage grounds to remove growing trees, grass, weeds, and over growth of roads, paths, stations, fields and trap locations.
- Inspect the course on a daily basis for current condition and note any issues for attention (repairs) and resolve those issues.
- Coordinate battery inspection, testing and replacement on established schedule. Ensuring that batteries are rotated through the charging location on a regular basis.
- Coordinate and supervise filling clay target machines as necessary.
- Coordinate and supervise removal of trash and spent hulls from each station area, including removal of debris and over growth of vegetation that could hamper use.
- Coordinate opening a variety of stations and traps for the day so there is always changing stations for the public to shoot.
- Coordinate a bi-weekly schedule for movement of traps to keep targets fresh and interesting for public shooting.
- Ensure that each machine has a cover and it is working properly, inspect to make sure there are no adverse where signs. Follow SOP for closing machine at end of the shift.
- Ensure that the Long Range controls at each station are working properly.

- Identify target shot fall areas to make sure the highest level of safety exists on the course.
- Ensure movement of snorkel lift and black beauty to different locations on course, these should be included in bi-weekly movement schedule.
- Review course set up to understand featured stations which may require colored targets to optimize shooter vision. Black, Pink, Green, white have been used.
- Ensure that target and menu boards in each sporting station are correctly completed and identify the proper trap signs indicating machine location are placed next to those machines. Review and change menu boards weekly based on trap sequence of shooting.
- Ensure yellow chain on each sporting clay station is blocking the entrance of all closed stations and removed from the opened stations. At the end of the shift all chains should be closed on all stations.
- Design and set the sporting clay course for monthly shoots; be responsible for running the monthly sporting shoots to ensure the operation of all machines, batteries and controller's. Diagnose any problems that occur during the events and repair accordingly, coordinate and supervise closing the course after each monthly event.
- Ensure organization of equipment, signs, targets, traps, batteries, trailers, in established location on sporting clay course. Perform periodic inventory of necessary equipment to maintain needed capacity.
- The club goal is to have 3 or 4 machines available for the public on each station which optimizes the shooting menu and benefits the public in variety and choice. Ensure that trap placement addresses this goal.
- Coordinate and Supervise all aspects of 5-stand venue so that it is opened on the scheduled dates and times, machines are in good working order and filled with targets, and trash/spent hulls are placed in the trash bins.
- Coordinate and supervise semi-monthly relocation of traps to ensure changing targets and variety at 5-stand venue.
- Take actions deemed necessary to ensure that both venues are clean, maintained and open for use by the public on 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.
- Display a helpful, positive attitude with public when on our one of our venues, engage in conversation, answer questions and generally be an ambassador for SST.

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 ensuring others on the course are also following SST's safety rules.

Work hours: Wednesday, Thursday, Friday, Saturday, Sunday 9:00a.m.- 4:00p.m.

Salary/Pay Structure: \$46,000 - \$52,000 a year depending on experience paid semimonthly.

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. This position WILL NOT be an employee.