

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 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 Clay and 5-Stand Manager” whose role 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, 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 staff that can open and close the course and follow direction and lead from the manager. Candidate will take initiative to grow the program through monthly registered events and expand offering to the public.

Supervision: The manager will report directly to club president who will provide necessary feedback and instruction at advice of SST’s board of directors.

Job Description: The manager will perform the following basic duties (which may be altered or revised from time to time):

- Maintain the venues at all times which includes but is not limited to appearance in general and manage the grounds to remove growing trees, grass, weeds and over growth of roads, paths, stations, fields and trap locations.
- Inspect course on a daily basis for current conditions and note any issues for attention (repairs) and work with club president to resolve those issues.
- Work with establish battery team to maintain status of current battery schedule for rotation, charging and replacement.
- Coordinate with staff and supervise filling traps as necessary.
- Coordinate with staff duties for removal trash including spent hulls from each stations area, including removal of debris that could hamper use of stations.
- Coordinate having a variety of stations and traps open for the public and ensure that trap presentations are fresh and fun.
- Ensure based on weather conditions that traps are in proper working order, and that machines are closed and covered based on SST’s standard SOP.
- Identify at all times current safety standards including learning course specific shot fall areas so that the highest level of safety is maintained on the course.

- Learn and review course set up to better understand featured stations which may require colored targets to optimize shooter vision and target presentation.
- Ensure target menu boards are up to date in stations and identified trap locations established.
- Design and set the sporting clay course for monthly shoots; supervise staff during monthly shoots to maintain operation of all machines, long range controller's and batteries. Direct and advise staff in monthly shoot preparations and closing and clean-up of course after monthly event has been completed.
- The club goal is to have 3 to 4 machines available to the public on each station which optimizes the shooting menu and offers the largest amount of variety and choice. Utilize the 25 stations to open fresh targets on a weekly basis.
- Coordinate and supervise all aspects of 15 trap 5- Stand venue so that it is opened as much as possible which is critical in winter months in the Northwest. Again ensure that all traps are in good working order and filled, batteries are charged and trash has been cleaned up to maintain the best environment.
- Coordinate movement of traps on 5- Stand to maintain fresh and challenging targets for the public on a monthly basis.
- Display a helpful, positive attitude with public when in the field, engage in conversation, answer questions and generally be an ambassador for SST.

The manager must wear eye and ear protection at all times when in the field and have full knowledge of club safety policies and procedures. Manager must ensure that public on the course and 5- Stand are also following safety guidelines.

Work Hours: Wednesday, Thursday, Friday, Saturday, Sunday 9:00am – 4:00pm.

Salary/ Pay Structure: \$46,000 - \$52,000 annually depending on experience paid semimonthly. Will consider potential variance based on SST Board approval and the right person for this position.

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

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 laws and requirements. This position WILL NOT be an employee.