

## **Volunteer Position Description**

### **Shooting Sports Certified Instructor Position Description**

#### **Objectives:**

Responsible for teaching discipline related skills to 4-H'ers.

Discipline areas: Archery, Rifle, Shotgun, Black Powder, or Hunting

#### **Supervision:**

Tennessee 4-H Shooting Sports Coordinator and Hamblen County 4-H Agent

#### **Responsibilities:**

- Teach shooting safety.
- Coordinate dates, times and location for project sessions with co-instructors, shooting sports coordinator, and 4-H Agent.
- Instruct and coach members on proper shooting techniques.
- Attend shooting club meeting and activities.
- Recruit and train assistant instructors.
- Assist coordinator in securing needed equipment and facilities.
- Record and report project club membership & participation on forms provided.
- Recruit parents and 4-H members.
- Participate in training programs specified by the shooting sports committee.
- Be familiar with local, county, region & state events and activities supporting project.
- Promote other 4-H activities and events.
- ***In charge of any live-fire events.***
- Encourage and assist 4-H members in completing project materials, achievement project portfolios, Academic Conference & Honor Club applications, etc.
- Request training help or other assistance as needed.
- Conduct should model the Six Pillars of Character, *trustworthiness, respect, responsibility, fairness, caring and citizenship.*

#### **Qualifications:**

- Age 21 or older
- Ability to work with youth and adults
- Interest in and knowledge of shooting sports
- State certification in shooting disciplines, recertification as required
- Familiar with 4-H objectives and philosophy or willing to learn

## Resources Available:

- 4-H Extension Agent – Elizabeth Hobbs and support staff
- Tennessee Extension – Volunteer Handbook - [Volunteer Handbook \(tennessee.edu\)](https://www.tennessee.edu/volunteer-handbook/)
- TN State Shooting Sports Level 1 Instructor Training
- TN Shooting Sports Discipline Specific Curriculum Handbook (provided at the in-person training)
- Leader trainings offered, such as the National 4-H Volunteer Conference hosted by Volunteer Conference of Southern States, and others.
- University of Tennessee resources, including 4-H specialists and staff, as well as program development material, and SUPER enrollment data management program.
- 4-H volunteer liability coverage for registered volunteers is provided by the University of Tennessee.



Volunteer Handbook

## Time Commitment:

- Flexible, with a minimum of weekly sessions planned for two or more hours each during the “season”.
- Preparation time, also flexible as determined by session plans, training needed, and knowledge of subject.
- Shooting Sports Instructors will serve for two years with the understanding that if local leaders and extension staff are in agreement, he/she may continue serving in this position.

## Steps to becoming a Shooting Sports Certified Instructor:

- Contact Elizabeth Hobbs to discuss your interest and Volunteer Leader Level (1, 2 or 3)
- Complete 4-H Volunteer Leader Application Process
  - [Volunteerism | Extension Human Resources, Evaluation, and Staff Development \(tennessee.edu\)](https://www.tennessee.edu/volunteerism-extension-human-resources-evaluation-and-staff-development/)
  - Complete Steps 3-8. On Step 3 complete designated Volunteer level.
  - Completed forms should be printed and signed.
- Submit completed forms and valid government ID to Hamblen County 4-H Agent – Elizabeth Hobbs.
- Complete the discipline specific Level 1 Instructor training online prior to attending an in-person training.
- In-person trainings are in August, November and January.



Volunteersim Website

## Questions:

Contact the UT Hamblen County 4-H Office at 423-586-6111 or [edoan@utk.edu](mailto:edoan@utk.edu)