

# 4-H Volunteer Job Descriptions for NC Shooting Sports Program

## 4-H Volunteer Job Description: Discipline Instructor

**Position Title:** Discipline Instructor (Air Pistol/Rifle, Archery, Rifle, Shotgun, Muzzleloader, Hunting and Wildlife, and Coordinator)

**Program:** 4-H Shooting Sports Program

**Time Commitment:** Length of service is one year. Renewable. Three-year commitment preferred. Program ranges from 8-36 hours per year not including preparation Time.

**Location:** Serve within the county/area.

**Type of Position:** Volunteer leader; no direct salary

**Supervision:** Shooting sports coordinator and Extension professional in charge of 4-H youth Programs.

**General Purpose:** Be responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H members, ages 8-18.

### **Specific Responsibilities:**

1. Stress shooting safety.
2. Coordinate activities with shooting sports coordinator.
3. Coach members on proper shooting sports techniques.
4. Attend all shooting sports club meetings and activities.
5. Recruit parents and members.
6. Inform Coordinator about and help secure needed equipment and facilities.
7. Participate in all additional training programs the local shooting sports committee decides to include (i.e. Hunter Education, Red Cross First Aid, and 4-H Leadership).
8. Help plan the yearly program.
9. Actively encourage and support members.
10. Encourage members to participate in other 4-H events and activities.
11. Complete equipment check-list at the beginning and end of each activity.
12. Secure a safe location for club activities.
13. Ensure that all activities follow the National 4-H Shooting Sports Curriculum.

### **Qualification Required:**

1. Age 21 or older for all disciplines.
2. Ability to work with youth and adults.

3. Have an interest in shooting sports and some knowledge of shooting techniques.
4. State certification in specific discipline and re-certified when required.
5. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
6. Moral standards consistent with the 4-H philosophy, SS Ethics, NC 4-H Code of Ethics and 4-H Member Bill of Rights.
7. Have no felony convictions.
8. Have no convictions for hunting or fishing violations in the last two years.

**Support to be provided:**

1. 4-H shooting sports coordinator training workshop (12 hours minimum).
2. 4-H shooting sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

## **NATIONAL 4-H SHOOTING SPORTS CODE OF ETHICS**

A complete 4-H shooting sports program must convey life skills development and be presented in a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example.

Certified shooting sports instructors and volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher, to youth and adults in their state and community.

As a 4-H Shooting Sports Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.
- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.

## **4-H Volunteer Job Description: Assistant Instructor**

**Position Title:** Assistant Instructor (Air Pistol/Rifle, Archery, Small Bore Pistol/Rifle, Shotgun, Muzzle-loader, Hunting and Wildlife)

**Program:** 4-H Shooting Sports Program

**Time Commitment:** Length of service is one year. Renewable. Program ranges from 8-36 hours per year.

**Location:** Serve within the county/area.

**Type of Position:** Volunteer leader: no direct salary.

**Supervision:** Shooting sports discipline instructor and coordinator and Extension professional in charge of 4-H youth programs.

**General Purpose:** Assist the discipline instructor in teaching the knowledge and skills related to a specific discipline to 4-H members, age 8-18.

### **Specific Responsibilities:**

1. Stress shooting safety.
2. Coach members on proper shooting techniques as directed by the discipline instructor.
3. Attend shooting sports club meetings and activities.
4. Participate in all additional training programs the local shooting sports committee decides to include: (i.e. Hunter Education, Red Cross First Aid, 4-H Leadership).
5. Complete equipment checklist at the beginning and end of each activity.
6. Assist with club program planning.
7. Ensure that all activities follow the National 4-H Shooting Sports Curriculum.
8. Assist with the supervision of club members during all club activities.

### **Qualifications Required:**

1. Minimum age 18
2. Ability to work with youth and adults.
3. Have an interest in shooting and some knowledge of shooting sports techniques.
4. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
5. Moral standards consistent with the 4-H philosophy.
6. Have no felony convictions.
7. Have no convictions for hunting or fishing violations in the last two years.

### **Support to be Provided:**

1. 4-H shooting sports coordinator training workshop (12 hours minimum).
2. 4-H shooting sports curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

## **NATIONAL 4-H SHOOTING SPORTS CODE OF ETHICS**

A complete 4-H shooting sports program must convey life skills development and be presented in a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example.

Certified shooting sports instructors and volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher, to youth and adults in their state and community.

As a 4-H Shooting Sports Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.
- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.

## **4-H Volunteer Job Description: Junior Leader**

**Position Title:** Junior Leader (Air Pistol/Rifle, Archery, Small Bore Pistol/Rifle, Shotgun, Muzzle-loader, Hunting and Wildlife)

**Program:** 4-H Shooting Sports Program

**Time Commitment:** Length of service is one year. Renewable. Program ranges from 8-36 hours per year.

**Location:** Serve within the county/area.

**Type of Position:** Junior leader: no direct salary.

**Supervision:** Shooting sports discipline instructor and coordinator and Extension professional in charge of 4-H youth programs.

**General Purpose:** Assist the discipline instructor in teaching the knowledge and skills related to a specific discipline to 4-H members, age 8-13.

### **Specific Responsibilities:**

1. Stress shooting safety.
2. Coach members on proper shooting techniques as directed by the discipline instructor.
3. Attend shooting sports club meetings and activities.
4. Participate in all additional training programs the local shooting sports committee decides to include: (i.e. Hunter Education, Red Cross First Aid, 4-H Leadership).
5. Complete equipment checklist at the beginning and end of each activity.
6. All duties will be performed with the guidance of the club leader and Extension professional in charge of 4-H youth programs.
7. Assist with club program planning.
8. Assist with the supervision of club members during all club activities.

### **Qualifications Required:**

1. Minimum age 15
2. Ability to work with youth and adults.
3. Have an interest in shooting and some knowledge of shooting techniques.
4. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
5. Moral standards consistent with the 4-H philosophy.
6. Have no felony convictions.
7. Have no convictions for hunting or fishing violations in the last two years.
8. Demonstrate a high level of competence in a selected discipline for at least one year.

### **Support to be Provided:**

1. 4-H shooting sports curriculum handbook upon completion of the workshop.
2. Local volunteer training programs.

## **NATIONAL 4-H SHOOTING SPORTS CODE OF ETHICS**

A complete 4-H shooting sports program must convey life skills development and be presented in a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example.

Certified shooting sports instructors and volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher, to youth and adults in their state and community.

As a 4-H Shooting Sports Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.
- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.