



Job Description

Position Title: Range Assistant **Job Number:** 2023-31
Position Supervisor: Director of Shooting Operations **Schedule:** Part-Time Seasonal
Supervisory Duties: None Non-Permanent

Wage/Salary: \$13-\$15/hr **FLSA Status:** Non-Exempt **Travel Req'd:** Up to 10% (local)

Summary

The Range Assistant is responsible for the operation, care, and maintenance of range target throwing equipment and general upkeep and cleanliness of range shooting facilities. The Range Assistant performs duties under the direct supervision of onsite Range Instructors/Director of Shooting Operations.

Expect to work 25-30 hours per week. Must be at least 16 years of age.

Essential Duties & Responsibilities

- Operate range target throwing equipment.
- Load and throw targets for member or guest; provide advice on sighting and targeting techniques and accuracy of shot.
- Conduct inspection and general preventative maintenance on all target equipment; notify Director of Shooting Operations of major concerns or needed repairs.
- Provide verbal instruction to member or guest on how to clear jams, address misfires, and similar; request range instructor to assist with physical clearing of jams, misfires, firearm malfunctions.
- Perform cleanup of shooting site/facilities, ensuring appropriate cleanliness and safety of the environment.
- Notify range staff of need to order inventory (e.g., clay discs) for the target throwing equipment.
- Maintain general firearms safety awareness when performing duties, to include member/guest safe use of firearms; notify range instructor of any incidents that need to be addressed.
- Clean and store transportation carts.
- May use Club vehicles to transport supplies, sundries, and similar in support of event operations.

Minimum Education & Experience

- Demonstrated knowledge of range safety basics, use of target throwing equipment, and general knowledge of shotguns/long guns.
- Preferred: demonstrated knowledge of the operations of over/under, side-by-side, pump, or semi-automatic shotguns/long guns
- Preferred: High School Diploma, GED, or equivalent.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.

Knowledge, Skills & Abilities

- Must pass a criminal background check.
- Ability to multi-task and prioritize responsibilities.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.



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- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.

Additional Requirements & Documentation

- Must be at least 16 years of age.
- Must be at least 25 years of age to transport members/guests or other passengers.
- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club’s auto insurance provider and possess a valid driver’s license.

Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, stooping, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces and in adverse weather conditions.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran’s, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.

 Manager Signature/Date

 Human Resources Signature/Date

 Employee Signature/Date