AUBURN
Human Resources

Coord, Shooting Sports Program

Job Description

JOB INFORMATION

Job Code	AC32
Job Description Title	Coord, Shooting Sports Program
Pay Grade	AF13
Range Minimum	$46,710
33rd %	$56,050
Range Midpoint	$60,720
67th %	$65,400
Range Maximum	$74,740
Exemption Status	Exempt
Approved Date:	9/29/2026 5:35:23 PM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Forestry

JOB SUMMARY

The Coordinator provides strategic and operational leadership for a comprehensive program encompassing instruction, curriculum development, personnel supervision, facility and equipment management, risk management, and partnership development across archery and multiple firearm disciplines (pistol, rifle, shotgun).

RESPONSIBILITIES

- Provides the long-term planning and program development for curriculum, enrollment, staffing, range facilities, and program sustainability.
- Develops and oversees credit/noncredit courses, workshops, events, and other experiential learning opportunities. Serves as an instructor or Range Safety Officer as needed.
- Establishes, implements, and enforces standardized operating procedures, range rules, emergency response plans, and equipment safety standards in compliance with University policies and applicable laws.
- Recruits, trains, schedules, supervises, and evaluates instructors, student employees, and volunteers supporting shooting sports programs.
- Coordinates the operations, maintenance, scheduling, and appropriate use of range facilities (including the off-campus Crooked Oaks facility). Manages inventory, procurement, secure storage, and maintenance of firearms, archery gear, and supplies.
- Manages and monitors program budgets, fee-based revenues, recordkeeping, registration logistics, and outcome assessments to support program sustainability and continued growth. Prepares performance reports for leadership.
- Collaborates with University units, state/federal agencies, conservation organizations, donors, and the CFWE Development Office to support fundraising, grants, and student recruitment.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	4 years of	experience in shooting sports instruction, range operations or outdoor education administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated hands-on experience safely instructing firearms and/or archery.	
Proven supervisory and team management experience.	
Strong working knowledge of range safety, risk management, equipment maintenance, and emergency protocols.	
Demonstrated administrative ability in budgeting, recordkeeping, and standard office software.	
Excellent written, verbal, and interpersonal communication skills.	
Ability to obtain and maintain required University certifications.	
Nationally recognized instructor, coach, or range safety certifications in multiple disciplines (archery, pistol, rifle, shotgun, muzzleloading).	
Current First Aid, CPR, AED, or trauma-response training.	
Experience managing shooting ranges, outdoor facilities, or complex experiential learning programs.	
Background in higher education curriculum development, adult-learning practices, hunter education, or collegiate shooting sports.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Nationally recognized instructor, coach, or range safety certifications in multiple disciplines (archery, pistol, rifle, shotgun, muzzleloading).		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements:

In-State; Domestic