

# General Manager

## Prairie Grove Gun Club

JOB TITLE: General Manager

SUPERVISOR: Brad Fleury

The Prairie Grove Gun Club, located at *1420 County Road 276, Columbia, MO 65202* is a full-facility shotgun sports club, offering a multitude of shooting sports: American skeet, modern skeet, international skeet, trap, trap doubles, modified international trap, bunker trap, two five-stand facilities, Make-A-Break, and two sporting clays courses offering 48+ shooting stations.

The Scholastic Shooting Sports Foundation, Inc. (SSSF) is a 501(c)(3) education-athletic organization dedicated to providing shooting-sports education and opportunities to school-age youths around the United States to encourage young athlete personal growth and development.

### GENERAL JOB DESCRIPTION

The General Manager will be responsible for all aspects of the Prairie Grove Gun Club and will manage the day-to-day operations. In addition to the day-to-day operations, the manager will be the on-site point person reporting to the ownership group (SSSF). The position will work with the SSSF Director of Operations and the club's advisory committee towards club needs and improvements.

### MAJOR DUTIES AND RESPONSIBILITIES

Manage all activities of club including the following:

- Conferring with governing bodies, local teams and other organizations to arrange competitions.
- Communication of events and changes to club to retain and grow both individual and corporate memberships.
- Purchasing and sales of ammunition and supplies necessary for club use.
- Event and competition coordination.
- Advising participants of rules and regulations.
- Enforcing safety rules.
- Keeping accurate financial records.

- Directing club staff towards event management, maintenance and property improvements, target repairs, landscaping, etc.
- Working with contractors for property and equipment repairs and improvements.

#### MINOR DUTIES AND RESPONSIBILITIES

- Ability to instruct new members on use of firearms.
- Judge competitions.
- Hiring, training, and termination of club staff.
- Tracking and submitting payroll records.
- Maintaining personnel records and completing annual evaluations.

#### QUALIFICATIONS FOR THE JOB

##### *Education:*

- HS Diploma, or equivalent.

##### *Experience:*

- 5+ years of experience in club management or similar experience.
- Experience in shooting industry setting up sporting clay courses.
- Excellent time management skills
- Able to repair small equipment.
- Attention to detail.

#### KEY COMPETENCIES

- Ability to work independently and think strategically.

#### PHYSICAL REQUIREMENTS

- Must be able to move and work on small equipment such as trap throwers and unload pallets of targets.

#### TO APPLY

- Submit resume and letter of interest to [bfleury@sssfonline.com](mailto:bfleury@sssfonline.com)