

General Manager

Prairie Grove Gun Club

JOB TITLE: General Manager
SUPERVISOR: SSSF Director of Operations

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, international skeet, trap, trap doubles, bunker trap, handicap trap, five-stand, sporting clays and a rifle/pistol range.

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 membership.
- 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 and billing records.
- Maintaining personnel records and completing annual evaluations.

QUALIFICATIONS FOR THE JOB

Education:

- High School Graduate and a minimum of five years of management experience or associate or bachelor's degree in business management preferred.

Experience:

- Experience in shooting industry including sporting clays, skeet, trap, archery and pistol/rifle disciplines.
- 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 clay target throwers and unload pallets of targets and ammunition.

JOB TYPE: FULL-TIME

- Pay: Salary commensurate with qualifications and experience.

TO APPLY

Submit resume and letter of interest to jobs@sssfonline.com. Applications will be accepted until the position is filled. First-round interviews will be conducted in mid-November.

EQUAL OPPORTUNITY EMPLOYER

Prairie Grove is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.