



**ALBERTA
HUNTER EDUCATION
INSTRUCTORS' ASSOCIATION**

911 Sylvester Cr. S.W.
Calgary, Alberta T2W 0R8
Tel: (403) 252-8474 Fax: (403) 252-3770
Toll Free: 1-866-85-AHEIA
Web site: www.aheia.com



**Job Description
Administrative Assistant/Calgary Firearms Centre**

Position: Administrative Assistant

Relationships: To work at the Association's Dewinton property to report to and receive direction from the President of the Alberta Hunter Education Instructors' Association (A.H.E.I.A.) and the Manager of the Calgary Firearms Centre (The Centre). In their absence, the Vice President of A.H.E.I.A. or the Executive Director will provide direction. Close liaison is also expected with the Conservation Education Program Coordinators and the Executive Assistant to the President.

External relationships: To assist all customers of the Calgary Firearms Centre. To work with staff and customers to ensure excellent customer relations and customer experiences. To work with all instructors under the course umbrella of Conservation Education. This includes but is not limited to the areas of Hunter Education, Canadian Firearms Courses and any of the courses offered at the Centre.

To liaison with members of various levels of government and members of the general public, relative to the administration and delivery of the aforementioned programs at the centre including special events and regular bookings of shoots or other occasions.

Expectations:

- Must be honest and trustworthy.
- Must be adaptable and flexible.
- Must be willing to work odd hours from time to time including weekends.
- Must have own transportation.
- Must be willing to take additional training if required.
- Must help to ensure the Calgary Firearms Centre is manned at the customer counter for administration during business hours.
- Must be willing to do a wide variety of tasks.
- Must be bondable.
- Must be willing to sign a confidentiality agreement.

- Must be aware of “Conservation Education” Program content & philosophy.

Qualifications:

- Secretarial skills including but not limited to: drafting of correspondence, annual filing of regularly scheduled items, records retention and administration, inventory control, etc. are a definite asset.
- Ability to coordinate cash deposits, cash register programming and usage, coordinate deposits etc.
- Basic accounting skills are an asset.
- Computer literacy in Microsoft Word, Excel, Publisher, Access, Acrobat Reader and Outlook Express e-mail an asset.
- Strong organizational skill and ability to work in a team environment.
- Good telephone skills are an asset.
- Must be available at all reasonable times and be prepared for extra work and time expended in the event of an extended event or special need.
- Must be able and willing to perform basic building care-taking tasks.
- Must be willing and able to lift and manipulate materials such as boxes, ammunition, firearms, projectors, audio-visual equipment and other heavy items.
- Must be willing to work with our Conservation Education Volunteers who donate much of their time on evenings and weekends.
- Must possess a valid firearms licence.
- The prospective employee may need to agree to a pre-employment medical, and must complete a volunteer screening process put in place by AHEIA.
- Manage sales of all concession items including producing reports of stock flow and ordering of additional stock to ensure adequate supplies.

Specific Responsibilities:

- Maintenance of an inventory records keeping program for all A.H.E.I.A. items at the Calgary Firearms Centre including but not limited to training materials and equipment, merchandise for events, store product as well as other capital assets at the property or properties assigned, under the direction and control of A.H.E.I.A.
-
- To receive requests for material as mentioned above and to ensure materials are shipped to instructors and returned to inventory upon completion of use.
- To receive phone calls on behalf of A.H.E.I.A. and to see that necessary courses of action are taken to deal with requests in a timely manner.
- To assist in the organization of special events such as seminars, banquets, awards programs, community involvement programs, festivals, annual general meetings, registered and non-registered shoots at the Assn. Firearms centres, etc.
- To coordinate and host tours of the Calgary Firearms Centre from time to time.

- To ensure regular upkeep of the Calgary Firearms Centre for Excellence, including but not limited to the following:
 - snow removal from sidewalks and steps at both entrances to the Centre;
 - replenishing supplies as needed;
 - cleaning and organizing staff room, washrooms and the general facility as needed;
- Working with the facilities manager to ensure repairs and maintenance are seen to in a timely manner;
- Manage membership listings and membership drives for A.H.E.I.A.
- To receive charitable donations for A.H.E.I.A. and the Conservation Education W.I.S.E. Foundation, forward same with documentation to the Calgary Centre (head office) and to respect the requests of anonymity from donors. A confidential matters undertaking may be required in this regard.
- To maintain a good and cooperative rapport in the community. Ensure the President is apprised of any problems or activities affecting the immediate neighbours of the Calgary Firearms Centre.
- Manage a petty cash system and report in a timely basis on the expenditures.

Compensation and Terms of Employment:

Salary is commensurate with experience and Attachment “A” is available upon granting of an interview after review of a formally submitted curriculum vitae.

The regular work week will consist of an approximate minimum of 30 hours and the employee can expect Monday and Tuesday off.

Regular hours of the Calgary Firearms Centre are seasonal and include Wednesdays from May to October until dusk and Saturdays and Sundays year round from noon to 6:00 pm. More hours may be required on scheduled shoot days.

Applications:

Apply in confidence by Friday March 23, 2018 to:

Robert A. Gruszecki, President Alberta Hunter Education Instructors' Association

911 Sylvester Crescent SW Calgary Alberta

T2W 0R8

Phone (403) 252-8474 Fax (403) 252-3770

E-mail: Robert_gruszecki@ezpost.com

Location of the Calgary Firearms Centre and Conservation Education Centre for Excellence:

