ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION
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Alberta Hunter Education Instructors' Association
Assistant Conservation Education Program Co-ordinator

Job Description

Position: Assistant Conservation Education Program Co-ordinator

Location: Assigned to the Calgary Firearms Centre and Conservation Education Centre for Excellence located at DeWinton, Alberta.

Reporting: Ultimately the Assistant Conservation Education Program Co-ordinator reports, through the Provincial Program Co-ordinator, to the President. However, the candidate must be a mature individual who can work with minimal supervision. The Assistant Co-ordinator will receive his / her day to day instruction from the Calgary Firearms Centre Manager.

Expectations:

- To work in a team environment.
- To report regularly on activities including a brief written Monthly report to the President.
- To report on a weekly basis to the general locations and plans that the Assistant Co-ordinator expects to be complete. This report is to be sent to the President and the Calgary Firearms Centre Manager.
- To record and report statistics and delivery in a variety of prescribed ways.
- To promote membership in A.H.E.I.A. and compliance with A.H.E.I.A. policies and procedures
- To exhibit a customer comes first mentality
- To ensure safety is first and foremost in performance of duties as well as ensuring a safe environment for all users of AHEIA facilities wherever the program assistant is assigned

The following items are of critical importance and are to be kept foremost in the completion of any of the duties mentioned under specific responsibilities:

- Must be prepared to demonstrate a strong service mentality, treating volunteers as customers. The volunteers are crucial to the continued success of the Conservation Education Program elements and must therefore be treated with due respect and diligence.
- Must be honest and trustworthy.
- Must be detail oriented.
- Must be effective in balancing warmth with professionalism.
- Must be a willing listener.
- Must be adaptable and flexible.
- Must be willing to work odd hours from time to time and must be able to work extensive evening and weekends in order to accommodate the time volunteers have available.

- Must be willing to take any additional training if asked, including firearms certification, range officer, etc.
- Must be willing to do a wide variety of tasks including manual labour such as grounds maintenance, painting, cleaning, equipment repair and maintenance.
- Must have thorough knowledge of mechanics and construction.
- Must be bondable.
- Must be willing to sign a confidentiality agreement.
- Must be physically capable of performing physical labour including lifting materials such as clay targets and ammunition, accessing traphouses, etc.
- Must have a valid firearms licence.
- Must have a valid motor vehicle licence.
- Must be a certified Range Officer (this training can be offered by AHEIA).
- Must be able to comply with AHEIA Policy regarding volunteer / pre-employment screening.
- Must be willing to successfully complete the AHEIA volunteer screening requirements which include a vulnerable sector check.

Specific Responsibilities:

This person will assist in the day to day operations of the entire property including all buildings and equipment. They will assist the facility manager and all staff with ensuring all members and visitors adhere to all policies. However, while the main responsibility is the day to day operations of the Calgary Firearms Centre, this person will participate and assist in all Conservation Education programming where and when assigned. Additional duties may include but not be limited to :

- Security on the property
- Equipment and facility maintenance
- Grounds maintenance
- Snow removal
- Garbage management
- Construction from time to time
- Operate and maintain various motorized equipment such as:
    - trap machines,
    - firearms,
    - tractor,
    - skid steer,
    - riding mowers,
    - lawn equipment,
    - quads/ATVs,
    - UTVs and more
- From time to time act in supervisory role over summer students and 'trap kids'
- Repair and maintenance of electronic call releases for the clay target system and all other related material. A thorough knowledge of low voltage equipment and basic electronic skills are a definite asset.
- Safety
- Enforcement of policy
- Public relations
- Performing Range Officer duties

- Assisting new shooters
- Coaching students in safe and responsible use of all gauges of shotguns in trap, skeet and sporting clays.
- Teaching and testing of the Canadian Firearms Safety Course
- Promotion of the Centre and related programs
- Office duties as assigned
- Handling memberships
- Handling shoot cards and ammunition
- Assisting with other AHEIA / WISE projects / functions
- To undertake other duties as required.
- To cover shifts from time to time for the Facility Manager

Other maintenance qualifications required to perform duties at the Calgary Firearms Centre include but are not limited to:

- Basic carpentry skills
- Basic electrical experience
- Basic mechanical experience

The program assistant will become familiar with all forms of A.H.E.I.A. program delivery and receive certification from A.H.E.I.A. where required in the following areas:

- Firearms including shotgun, rifle, handgun
- Archery
- Others as assigned

The candidate will:

- Co-operate with a network of Instructors throughout Alberta who will ensure availability of Conservation Education in all locations
- Be able to explain Conservation Education policy and philosophy to all volunteers to ensure an acceptance of and uniform application of policy province wide
- Distribute Conservation Education supplies ensuring that all involved understand user fee structure
- Be physically fit and able to load and unload training aids as required
- Contribute regularly to the A.H.E.I.A. Magazine
- Help coordinate and assist at special functions such as the Sportsman's Shows, seminars, shoots at the Calgary Firearms Centre as well as other special programs
- Organise and assist with the annual youth seminars and youth camps at various AHEIA properties
- Assist with the annual Outdoor Women's Program at Alford Lake and the Outdoor Women's Program offered at the Calgary Firearms Centre
- Assist with pellet rifle programs in both a permanent facility located at the Calgary Firearms Centre as well as a portable structure that can be transported to various locations including the Sportsman's Shows, etc
- Assist in all other facets of Conservation Education Program delivery from time to time on an as required basis
- Assist in the delivery of all aspects of Conservation Education programming including the CFSC and the CRFSC

Undertake other duties as required.

The work week is generally Wednesday through Sunday but additional work may be required from time to time depending on events and programming.

Qualifications:

Strong public relations and interpersonal skills.
A strong background in all Conservation Education Program elements.
Ability to effectively motivate and supervise projects to their successful and timely completion.
Ability to be a self starter
Knowledge of maintenance and repairs in a wide range of machinery and facility needs.
Reliability and availability
Background in the shooting sports especially shotgun an asset, as well as acreage machinery, ie: tractor / front-end loader / bobcat and numerous and miscellaneous facility maintenance equipment

Compensation: Commensurate with experience and to be discussed during the formal interview process. The successful candidate will participate in the comprehensive AHEIA offered benefits program.

Applications:

Apply in confidence by October 15th, 2015 to:

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