



**ALBERTA
HUNTER EDUCATION
INSTRUCTORS' ASSOCIATION**

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**Alberta Hunter Education Instructors' Association Calgary Firearms Centre
Job Description**

Position: Grounds and Facility Assistant

Reporting: This person will report to and receive direction from the Manager of the Calgary Firearms Centre and from the President of A.H.E.I.A

Responsibilities: This person will be responsible for assisting in the general grounds keeping and facility care of the Calgary Firearms Centre. This must be done in a responsible manner ensuring that the shooting needs of all visitors and members of the CFC are met. This includes filling the trap houses with targets, ensuring they are maintained in good working order and scorekeeping at trap shooting events. This job also includes cleaning the facility, both inside and outside, under the supervision and direction of the Facility Manager.

Expectations: 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.
- Must be willing to do a wide variety of tasks.
- Must be bondable.
- Must be willing to sign a confidentiality agreement.

Specific Responsibilities:

- 1) Trap House maintenance
- 2) Scorekeeping at Trap Shooting Events
- 2) Facility cleaning, inside and outside
- 3) Grounds maintenance
- 4) Safety

Terms/Conditions: This is an hourly position. Compensation will be paid based on the number of hours worked.

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