Waunakee Gun Club Job Posting:

Club Manager

The Waunakee Gun Club is currently seeking a Club Manager for the 2018 shooting season (April 1 thru October 31). This position is considered a part time, limited term employment of Waunakee Gun Club. The Club Manager works in conjunction with the WGC Board of Directors and Club President.

The Club Manager must be available to work during Club open shooting hours, corporate shoots, and the annual Duck Flurry. Hours of operation for Waunakee Gun Club are:

* April & October Wed 3:00pm-7:00pm Sat & Sun 10:00am-3:00pm
* May-September Wed & Thurs 3:00pm-close Sat & Sun 10:00 am-3:00pm
* October Wed 3:00pm-close Sat & Sun 10:00 am-3:00pm
* Extra hours may be needed for special events

**Responsibilities:**

* Ensure that all non-members have completed and signed the non-member waiver prior to shooting and place signed waiver within the waiver binder
* Preparing grounds and clubhouse areas for all open shooting times
	+ Open/closing of club for daily operations
	+ Stocking/ordering of regular supplies
* General grounds and clubhouse cleanup
	+ Clubhouse cleanup to be daily and to include
		- All areas including restrooms
		- Kitchen as needed
		- Outside Patio Areas
		- Floors
		- Garbage from inside clubhouse taken to dumpster daily
	+ Grounds
		- Filling of target machines daily and as needed throughout the day
		- Empty outdoor trash cans as needed
		- Removing spent shells from shooting stations to trash
	+ Timely communication of shot fall/target/safety issues with the Board
* Battery maintenance
	+ Ensure adequately charged batteries at traps at beginning of each shooting day (batteries need to be changed when at 40% or lower)
	+ All unused traps shall have batteries removed from the trap and be charged and properly stored
	+ After charging batteries place batteries on “charged” pallet in shop
	+ Replacing batteries on the machines as needed in a safe manner
* Ensuring shooter safety and safe operations at all times
	+ Proactive attitude toward shooter and spectator safety
	+ Quickly recognize, adapt, and mitigate unsafe target presentations
* Tending the cash register during league and open shooting hours
* Providing Treasurer with all bank deposits and cash register receipts
* Promoting corporate shoots as a representative of the club
* **Must secure an additional staff member to assist during spring/summer season**
	+ This position will be evaluated on a yearly basis to determine the need/compensation
	+ Hours: 4-8pm Wednesday & Thursday evenings (may send home if club is slow)
	+ Will be paid minimum wage + tips
	+ Must be at least 18 years old and required to obtain bar tender license

**Requirements:**

* Good written and verbal communication skills
* Ability to make good decisions and solve problems as necessary
* Positive attitude to serve as a representative of the Waunakee Gun Club
* Must comply with all Club safety requirements
* Cash handling experience including: collecting money, balancing bank receipts, and making bank deposits
* Ability to safely operate powered equipment including: traps, golf cart, UTV, mowers, and maintenance equipment as necessary
* Knowledge of Clay Target Sports, shooting safety, and target setting
* Ability to lift up to 60 pounds
* Adherence to the club policy of no alcohol consumption during working hours

**To Apply:**

Please submit a written proposal to the Board of Directors including compensation requirements

Proposal shall include:

* Cost per 50-target round of sporting clays
* Description of proposed responsibilities, effort and compensation for the three NSCA Registered events
* Description of proposed responsibilities, effort, and compensation for the Annual Duck flurry

Serious inquires only: please contact the Board of Directors with any questions regarding the position.