The Waunakee Gun Club is currently seeking a Club Manager for the 2019 shooting season (January 1 thru December 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 to make the WGC a safe and enjoyable place to shoot.

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

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

**Responsibilities:**

* Preparing grounds and clubhouse areas for all open shooting times
	+ Open/closing of club for daily operations
		- Including daily cash register reconciliation with expected sales to actual sales
	+ Stocking/ordering of regular supplies
* General grounds and clubhouse cleanup
	+ Clubhouse cleanup to be done daily
		- All areas including restrooms
		- Kitchen as needed
		- Outside Patio Areas
		- Floors
		- Garbage from inside clubhouse taken to dumpster daily
	+ Grounds
		- Ensuring safety by clearing dirt, leaves, snow, and ice from in front of the clubhouse
		- 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 the beginning of each shooting day (batteries need to be changed at minimum when at 40% or lower)
	+ All unused traps shall have batteries removed from the trap to 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
	+ Have all non-member shooters sign a waiver prior to shooting
* Utilizing the TargetTag Counting system to its fullest potential
	+ Issuing cards to member and non-members – including updating membership status/expirations within the TargetTag system
	+ Charging member blue cards and non-member red cards at correct rates
	+ Reading all non-member cards when shooting is completed by each shooter
	+ Reading the card reader system on a weekly basis at minimum and providing the information to the board of directors for review on a monthly basis at minimum
	+ Attempt to have all targets purchased on cards match the number accounted for in the Square point of sale system
* Tending the cash register during league, events, and open shooting hours
* Providing Treasurer with all bank deposits and cash register receipts
* Work closely with the treasurer and board to track all costs incurred by the club
* Keep records of all vendors who assist the club (driveway repair, snow removal, etc.)
* Promoting and running 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 will be required to obtain WI bartender 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 carts, UTVs, mowers, and maintenance equipment as necessary
* Knowledge of Clay Target Sports, shooting safety, and target setting. Preferred knowledge of using the TargetTag target counting system
* Ability to lift up to 60 pounds
* Must obtain WI bartender license
* Adherence to the club policy of no alcohol consumption during business hours

**To Apply:**

**Please submit a resume and written proposal to the Board of Directors including compensation requirements by** **November 31, 2018**

**Proposal shall include:**

* Cost per 50-target round of sporting clays (based on 60 targets per round) – Currently proposed at $0.11 per bird thrown to be paid to manager
* Cost of summer walk through target setting per week – 18 weeks during the summer league (including 1 practice station of intermediate to difficult level targets)
* Cost for trap maintenance – (including record of work done) and to be approved by the board
* Cost per 25-target round of 5-stand (based on 30 targets per round) – Currently proposed at $3.30 per round to be paid to manager (whether member or nonmember shooter)
	+ Will continue to rely on member volunteers to help pull traps/run the bar for 5 stand
* Cost of target setting per week during winter months – Currently proposed course setting to be done on a volunteer basis
* Cost of possibly having a winter walk through course (weather permitting)
* Description of proposed responsibilities, efforts, and compensation for the three NSCA Registered events at WGC
* Description of proposed responsibilities, efforts, and compensation for the Annual Duck flurry
* Discussion of plan for running corporate events (including how to charge customers/companies and run events with transparency to the board of directors) and determining compensation to be paid to manager for these events

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