



# **JOB DESCRIPTION**

## **Camp Riflery Master Instructor**

### **General Responsibilities:**

CMP Camp Riflery Master Instructors (MIs) are responsible for conducting **Instructor Training Courses** (ITCs). Camp Riflery ITCs are 20-hour (2 ½ days) courses to train summer camp staff (instructors and counselors) how to teach rifle marksmanship and conduct safe range firing activities with BB guns, air rifles and smallbore rifles for youth who attend summer camps. Successful ITC graduates are certified by the CMP as camp rifle instructors. ITCs are offered in various areas throughout the United States and generally take place in conjunction with camp staff training sessions in May and June of each year. Auto or air travel to ITC host camp locations is required. Master instructors must have a strong commitment to the shooting sports and a motivation to train instructors and youth in the safe, enjoyable and exciting sport of target rifle marksmanship through the CMP.

### **Specific Responsibilities:**

- Reports to the CMP Camp Riflery Program Manager.
- Effectively communicate with CMP Camp Riflery staff and program support staff.
- Act as a custodian of CMP training material equipment needed for the conduct of ITCs.
- Submit After-Action Reports (AAR) within 15 days of the completion of each ITC.
- Promptly return all unused material to CMP headquarters upon completion of the ITC.
- Submit detailed expense reports to the Camp Riflery Manager immediately after each ITC.
- Monitor and evaluate the effectiveness of CMP training materials and teaching methods and report recommendations to the Program Manager.
- Demonstrate effective teaching skills at assigned ITCs.
- Accept and teach approved CMP curriculum--follow lesson plans in the ITC training folder.
- Communicate and schedule itinerary with the assigned ITC host site.
- Search for and communicate with camps and camp directors in your area.
- Promote the scheduling of new ITCs.
- Be available to accept at least two ITC assignments per year.
- Be professional, tactful, diplomatic and courteous; present a professional appearance.

### **Qualifications:**

- Extensive experience in one or more forms of rifle or pistol target marksmanship or competition.
- Experience as a rifle or pistol marksmanship instructor or coach; experience as a teacher or instructor in other fields is a plus.
- Schedule flexibility that allows travel for up to 5 days at a time during May and June.
- Able to attend CR Master Instructor training on 7-11 March 2007 at Camp Perry, OH
- Able to pass a background check.
- Have physical and mental ability to teach two and one-half day courses where minimal assistance if available and where physical activity (standing, walking) is required.
- Have a firm grasp of the written and spoken English language.
- Ability to communicate orally and in writing and to make public presentations.

### **Benefits and Compensation:**

- New Master Instructors who “shadow or assist” during an ITC receive travel / meal expense reimbursement and a \$250 stipend for each completed ITC.
- Master Instructors who are the primary teacher for an ITC receive travel / meal expense reimbursement and a \$500 stipend per completed training.
- All Master Instructors receive CMP shirts and other instructor insignia (must be worn during ITCs)

For more information, contact Jeff Williams (CMP Program Manager), [jwilliams@odcmp.com](mailto:jwilliams@odcmp.com) or 419-635-2141 ext 1130.