

Civilian Marksmanship Program

Position Description

Position Title: Program Coordinator-2
Position Reports To: Assistant Program Chief
Position Description For:
Position Location /Department: CMP North, Camp Perry, OH
FLSA (E/NE): Exempt

Approved by: _____ **Date:** _____

Position Summary: CMP Program Coordinator is responsible for administering, managing, promoting and supporting CMP competitions, events, programs and sales in accordance with policies established by the CMP Board of Directors and CMP. Guidance provided by Chief Operating Officer, Program Chief and Assistant Program Chief.

Position Dimensions: Specific program and job assignments are determined by the General Manager and are subject to change. Assignments include:

- Assist the Program Coordinator 1 in implementing programs
- Assist in specific tasks for each program
- Travel is required
- Responsible for monitoring of program budget
- Provide monthly updates and reports to program manager
- Create and maintain SOP for programs you are responsible for
- Provide yearly program and staffing input with suggestions to department manager
- Complete an after-action report for all events. Synchronize report with other coordinators and managers working the event
- Promote participation in CMP programs
- Coordinate competitive events
- Establish written goals for each program. Set program goal deadlines with department manager
- Act as a Range Officer as needed
- The ability to be CRO if needed
- Maintain current knowledge of CMP programs and the shooting sports
- Coordinate schedule changes with department manager
- Maintain a history for each program you are responsible for. This should include one or more of the following: participation numbers, event entries, distribution numbers, expenses, etc. Program History needs to be in report format for Board reporting
- Responsible for identifying changes and improvements to our proprietary systems (Club/Competition Tracker and Elliott)
- Cross train other employees on job duties on a continuous basis
- Establish and maintain yearly MOUs for any events held in coordination with other companies or organizations. Ensure CMP is represented for their contributions. Evaluate MOUs yearly or as needed.

Specific Position Dimensions:

- Assist with CMP Postals Regional/National
- Assist with Junior Olympics
- Assist with JROTC Postal
- Assist with Customer Service
- Coordinate Summer Camp Registrations
- Coordinate American Legion Postal
- Provide support for Air Rifle Programs
- Provide support for the Mobile Range

General Position Dimensions:

- Provides information for CMP Programs and Sales
- Assist other departments during high volume activity
- Ensure emails and phone calls are responded to in a timely manner
- Provide vacation and sick time requests in advance to manager for approval. Coordinate schedule changes and overtime approval in advance with manager.
- Complete purchase order requests in advance with manager's guidance and follow company procedures
- Ensure proper forms for travel are completed in advance and trips are approved in advance by manager
- Follow and ensure all CMP policies and procedures are followed and adhered to
- Follow proper chain of command and communicate program and job functions with manager
- Maintain a positive attitude and professionalism at all times
- All other duties as assigned

Relationships:

- Contacts with other CMP staff members, coordinators & managers, officers and competitions officials, CMP affiliates, local youth program leaders, military leaders, other shooting organizations and CMP customers/shooters.
- Supervisory Responsibility: None.

Guidelines Available to Employee:

CMP Policies, CMP Board decisions, CMP Employee Handbook, CMP Competition Rules and National Standard Three-Position Air Rifle Rules.

Physical Demands & Work Environment

Most work is done in a normal office environment with full data processing support. A few job assignments are done in a warehouse setting. Some events are conducted outside or in shooting range, gun club or classroom environments. Travel is required. Valid Driver's License is required.

Complexity Level
(Low/medium/high)

Medium – CMP Program Coordinators are responsible for precise, specific and timely coordination of assigned programs, events and competitions. The ability to administer guidelines, rules and procedures is crucial to effectively accomplish the CMP's mission. The application of the CMP and National Council competition rules require knowledge of the rules.

Scope & Effect
(Low/medium/high)

Medium — The work of a CMP Program Coordinator directly impacts the CMP's programs and sales. Fulfilling job duties accurately and precisely is necessary to ensure the companies success and fulfill the CMP's mission.

Qualifications

Education/Experience: High school diploma or the equivalent and post-secondary training is a must. College and experience in competition shooting events are desired. Must have experience in planning, coordinating and managing events.

Skills/Training: Excellent computer skills with the ability to use MSWord, Excel and proprietary data processing programs are required. Ability to effectively communicate with affiliate leaders, vendors, military leaders, community members and competitors/customers is essential. Ability to become a notary if needed.