

Civilian Marksmanship Program

Position Description

Position Title: Judith Legerski CMP Competition Center (JLCCC) Manager

Position Reports To: Deputy Chief Programs Officer

Position Description For:

Position Location /Department: Anniston, AL

FLSA (E/NE): Exempt

Approved by: Christie Sewell **Date:** 4/10/2024

Position Summary: Judith Legerski CMP Competition Center Manager is responsible for administering, managing, promoting and supporting CMP competitions, events, training center, programs and sales in accordance with policies established by the CMP Board of Directors and CMP. Guidance provided by the Chief Programs Officer and Deputy Chief Programs Officer.

Position Dimensions: Specific program and job assignments are determined by the Chief Programs Officer and Deputy Chief Programs Officer and are subject to change.

- o Leader, creator and modifier of air rifle and air pistol matches/events
- o Coordinate specific tasks for each program
- o Maintain program information posted on the CMP website and ensure that it is current and accurate
- o Responsible for monitoring of program budget
- o Provide monthly updates and reports to program manager
- o Create and maintain SOP for programs you are responsible for
- o Provide yearly program and staffing input with suggestions to department manager
- o Complete an after-action report for all events. Synchronize report with other coordinators and managers working the event
- o Promote participation in CMP programs
- o Establish written goals for each program. Set program goal deadlines with department manager
- o Act as a Range Officer as needed
- o The ability to be CRO if needed
- o Maintain current knowledge of CMP programs and the shooting sports
- o Coordinate schedule changes with department manager
- o 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
- o Responsible for identifying changes and improvements to our proprietary systems (Club/Competition Tracker and Elliott)
- o Cross train other employees on job duties on a continuous basis
- o Establish and maintain yearly MOUs for any events held in coordination with other companies or organizations. Ensure CMP is

Specific Position Dimensions:	<p>represented for their contributions.</p> <ul style="list-style-type: none"> o Evaluate MOUs yearly or as needed. o American Legion: Facilitate two postal competitions that cumulate into a National Championship. This includes the printing, shipping and scoring of targets along with any customer support related to these functions. o Oversee the laser shot simulator program for the south locations. o Laser Shot Simulator: Establish the Laser Shot Simulator program by creating program material around the JTD application and its training opportunities. This material ranges from scenario descriptions to pricing and operating plans for police departments. o Oversee the JLCCC to increase usage and competitive events. o Teach classes and one on one competition skills. o Lead the ESports workgroup
General Position Dimensions:	<ul style="list-style-type: none"> o Provides information for CMP Programs and Sales o Assist other departments during high volume activity o Ensure emails and phone calls are responded to in a timely manner o Provide vacation and sick time requests in advance to manager for approval. Coordinate schedule changes and overtime approval in advance with manager. o Complete purchase order requests in advance with manager's guidance and follow company procedures o Ensure proper forms for travel are completed in advance and trips are approved in advance by manager o Follow and ensure all CMP policies and procedures are followed and adhered to o Follow proper chain of command and communicate program and job functions with manager o Maintain a positive attitude and professionalism at all times o All other duties as assigned
Relationships:	<ul style="list-style-type: none"> o 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. o Supervisory Responsibility: Competition Center Staff o Reports to Chief Information Technology Officer for Laser Shot Simulator program.
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.
Complexity Level (Low/medium/high)	Medium-High – JLCCC Manager is 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)	High — The work of a JLCCC Manager 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 is a must. 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.

Must pass a drug screening and background check.

Travel is required. A valid driver's license is required for travel and driving CMP owned vehicles.

Must complete Safe Sport Certification.