

## **Civilian Marksmanship Program**

### *Position Description*

<b>Position Title:</b>	Target Specialist
<b>Position Reports To:</b>	Smallbore Manager/High Power Manager
<b>Position Description For:</b>	
<b>Position Location /Department:</b>	CMP North, Camp Perry, OH
<b>FLSA (E/NE):</b>	Non-Exempt
<b>Approved by:</b>	Christie Sewell <b>Date: 1/10/2025</b>
<b>Position Summary:</b>	Target Specialist will be responsible for the maintenance, support, set up, tear down, technical support, and training related to CMP's Electronic KTS and Megalink Targets at CMP North including Petrarca Range as well as all electronic targets housed at CMP North. The role ensures targets are maintained, operational, and ready for events.
<b>Supplementary job responsibilities:</b>	Responsible for overseeing the CMP North electronic systems to include the pistol range set-up, trouble shooting and tear-down. Guidance will be provided by CMP Management Team.
<b>Positions Dimensions:</b>	<p>Specific program and job assignments are determined by the Chief Programs Officer and are subject to change. Assignments include:</p> <ul style="list-style-type: none"><li>○ Setup, maintenance, and teardown of electronic targets for events and matches.</li><li>○ Provide technical support for electronic targets during events.</li><li>○ Coordinate transportation of electronic targets.</li><li>○ Maintain all electronic targets at CMP North and ensure event readiness.</li><li>○ Develop and maintain Standard Operating Procedures (SOP) for electronic target use and troubleshooting.</li><li>○ Train staff and target techs using SOP guidelines.</li><li>○ Respond promptly to emails and calls, even during busy periods.</li><li>○ Oversee the annual target schedule, including packing, shipping, and event setup/teardown.</li><li>○ Ensure proper targets and supplies are delivered to pits before events.</li><li>○ Troubleshoot technical issues during events.</li><li>○ Collaborate with IT on technical upgrades or issues.</li><li>○ Oversee NM Target Tech staff, train them to operate tablets, and assist competitors as needed.</li><li>○ Provide vacation and sick time requests in advance to your supervisor. Coordinate schedule changes and overtime approval in advance with your supervisor.</li><li>○ Ensure proper forms for travel are completed in advance and trips are approved in advance by your supervisor.</li><li>○ Complete Purchase order requests in advance with manager's guidance and follow company procedures.</li><li>○ Assist with other programs, competitions, or administrative tasks during high-demand periods.</li><li>○ Follow and ensure all CMP policies and procedures are followed and adhered to.</li><li>○ Adhere to CMP policies and communicate with the Programs Management Team.</li><li>○ All other duties as assigned.</li></ul>

<b>Additional Position Dimensions:</b>	<ul style="list-style-type: none"> <li>o Work Petrarca range when needed.</li> <li>o Perform material handling tasks using equipment like tow motors, pallet jacks, and forklifts.</li> <li>o Apply basic carpentry knowledge.</li> <li>o Assist with the operation of the air rifle range, Petrarca and highpower ranges as required.</li> <li>o Be a range officer when needed for air rifle, smallbore, HP and long-range events.</li> </ul>
<b>Relationships:</b>	<ul style="list-style-type: none"> <li>o Contact with CMP customers/competitors, other CMP staff members, coordinators &amp; managers, officers and competitions officials, CMP affiliates, local youth program leaders, military leaders and other shooting organizations. Supervisory Responsibility: Oversee NM Target Techs.</li> </ul>
<b>Guidelines Available to Employee:</b>	CMP Policies, CMP Board decisions, CMP Employee Handbook, CMP Competition Rules and National Standard Three-Position Air Rifle Rules.
<b>Physical Demands &amp; Work Environment</b>	Work primarily outdoors, in warehouses, on shooting ranges, or in office environments. Physical demands include transporting and setup up targets. Travel is required, and a valid driver's license is required.
<b>Complexity Level</b> (Low/medium/high)	Medium – The role requires precise and timely coordination of target setups and knowledge of CMP Games and National Council competition rules. Accurate task performance is critical to event success.
<b>Scope &amp; Effect</b> (Low/medium/high)	Medium — The work of a target specialist directly impacts the production and success of CMP's programs, events, and sales. Fulfilling job duties accurately and precisely is necessary to ensure the company's success and fulfill the CMP's mission.
<b>Qualifications</b>	<p>Education/Experience: High school diploma or the equivalent. Knowledge in competitive shooting events and prior CMP Target system training is essential. Knowledge of KTS and Megalink target systems is desirable. Experience in teaching is a plus.</p> <p>Skills/Training: Proficiency in CMP target systems, setup, and competition guidelines. Familiarity with CMP shooting disciplines. Strong computer skills, including MS Word, Excel, and proprietary software. Low voltage knowledge to include relays, diodes and voltmeter reading is desirable. Effective communication skills for working with affiliates, vendors, and competitors.</p> <p>Travel is required. A valid driver's license is required for travel and driving CMP owned vehicles. Completion of Safe Sport Certification is mandatory.</p>