



## POSITION DESCRIPTION

**Position Title:** Pistol Competitions Coordinator  
**Position Location:** Camp Perry, OH  
**FLSA:** Exempt  
**Reports To:** Pistol Manager  
**Effective Date:**

### Position Summary:

The Pistol Competitions Coordinator is responsible for the coordination and administration of all CMP pistol programs under the direction of the Pistol Manager. This includes planning and executing events, maintaining program materials and communications, managing registration systems, and overseeing the EIC Pistol Distinguished Badge program, Pistol State Championships, and Air Pistol programs. The role ensures programs align with CMP Board policies, CMP and National Council Rules, and direction from department managers, Deputy Chief Programs Officer and Chief Programs Officer.

### Position Responsibilities:

- Oversee the CMP Pistol Distinguished Badge program database.
- Administer EIC pistol applications and approvals.
- Manage the Bianchi Cup program including registration and match materials.
- Administer Non-EIC and League Pistol matches under guidance of the Pistol Manager.
- Maintain official National Pistol Records for CMP pistol events.
- Coordinate Air Pistol program.
- Coordinate with the Training & Education Manager Air Pistol training.
- Coordinate preparation and registration for National matches in collaboration with Rifle Competitions.
- Assist in creating and updating award ceremony scripts and awards.
- Assist other departments during periods of high activity.
- Respond to phone calls and emails promptly and professionally.
- Lead development, modification, and execution of pistol events and matches.
- Coordinate event logistics and schedules with the Rifle Competitions Coordinator and Air Range Manager to ensure seamless operations.
- Travel to support and oversee events is required.
- Maintain accurate and current information on the CMP website related to pistol events.

- Assist in budget monitoring and provide a monthly program updates to the Pistol Manager.
- Create and maintain Standard Operating Procedures (SOPs) for all assigned programs.
- Contribute annual staffing and program improvement recommendations.
- Complete After Action Reports (AARs) for all events, coordinating with other coordinators and managers involved.
- Promote participation and growth in CMP pistol programs.
- Coordinate various pistol competitions including Service Pistol, Action Pistol , and Air Pistol.
- With the Pistol Manager, establish written goals for each program, with measurable outcomes and target deadlines.
- Serve as Range Officer or Chief Range Officer (CRO) as needed.
- Stay up to date with current CMP rules and developments in the shooting sports.
- Maintain a detailed program history including participation numbers, costs, and outcomes for reporting purposes.
- Identify improvements for proprietary CMP systems (e.g., Club/Competition Tracker, NetSuite, etc.)
- Cross-train other staff members to ensure redundancy and program continuity.
- All other duties as assigned.

**Relationships:**

**Reports to / Supervisory Controls:** Reports directly to the CMP Pistol Manager. Supervisor provides broad administrative and policy direction. Collaborates regularly with other CMP staff, affiliated club officers, match officials, youth program leaders, and competitors. Employee works under broad delegated authority for independently planning and carrying out operations. Work is evaluated for results achieved.

**Level & Purpose of Contacts:** Active participation with members of the business community, military leaders, shooting community, and general public. Purpose of contacts is to resolve issues, to discuss work efforts for providing or receiving services and to ensure that information provided to outside parties is accurate and consistent.

**Supervisory Responsibility:** None

**Guidelines Available to Employee:** Guidelines provide general concept and goals of assigned duties. CMP Policy, CMP Board decisions, staff procedures, CMP Competition Rules and National Standard Three-Position Air Rifle Rules and policies. Employee exercises a great deal of personal judgment and discretion, with significant latitude in manner of performing work.

**Physical Demands & Work Environment:** Most work is done in a normal office environment with full data processing support. Some work is done outside or at shooting range, gun club or classroom environments. Travel is required.

**Complexity Level:** Medium. The application of CMP Competition Rules and National Council competition rules require a detailed knowledge of the rules. Guidelines are available for procedural actions. Performs various assignments requiring the application of many different and unrelated processes, differing regulatory criteria and procedures.

**Scope & Effect:** Medium-High. The accurate, timely performance of assigned tasks directly impacts the quality of CMP sanctioned competitions and the credibility of CMP competition administration both in general and with regard to individual competitors.

The work involves planning, developing, and carrying out vital projects and programs which are central to the major revenue producing operations of CMP. Scope is nationwide.

### **Education and Experience Requirements:**

High school diploma or the equivalent plus two to five years of experience in data input or a customer service type position is required. Experience in recreational and/or competitive shooting, or professional experience in the shooting sports—particularly in pistol disciplines, is preferred.

### **Position Qualifications:**

**Skills / Training:** Knowledge of CMP matches, competitions, and marksmanship training programs a plus. General knowledge of all CMP operations. Excellent computer skills with the ability to use MSWord, Excel and proprietary data processing programs are required. Ability to effectively communicate with affiliate leaders and competitive shooters is essential. Ability to communicate orally and in writing with the general public and the business and military communities.