POSITION DESCRIPTION

Position Title: Program Coordinator - International Disciplines Department
Position Location: Camp Perry, OH
FLSA: Exempt
Reports To: Air Gun & Smallbore Manager
Effective Date: August 23, 2026

Position Summary

The International Disciplines Department Program Coordinator is responsible for the administration of the Civilian Marksmanship Program's sanctioned competitions for Air Gun and Smallbore disciplines. This position is responsible for administering CMP-sanctioned competitions, Excellence-in-Competition (EIC) point assignments, National Records, competition results, rules interpretation, match-supply fulfillment, and competition award processing for assigned disciplines.

Working under the direction of the Air Gun & Smallbore Manager, the International Disciplines Department Program Coordinator administers CMP-sanctioned competitions in Three-Position Air Rifle, 60-Shot Air Rifle, 60-Shot Air Pistol, Three-Position Smallbore, and Smallbore Prone. The position performs extensive work in NetSuite and other CMP systems to maintain records, process competition-related transactions, coordinate the shipment of match materials, and fulfill awards. The position works closely with affiliated clubs, competitors, coaches, match directors, volunteers, and CMP staff to ensure competitions are conducted in accordance with CMP rules and policies.

The successful employee is highly organized, detail-oriented, customer-focused, and capable of independently managing multiple programs while consistently meeting deadlines and maintaining accurate competition and award records.

Position Responsibilities

- Administer the CMP competition sanctioning program for Three-Position Air Rifle, 60-Shot Air Rifle, 60-Shot Air Pistol, Three-Position Smallbore, and Smallbore Prone.

- Review and process sanction applications to ensure compliance with CMP policies and competition rules.
- Serve as the primary point of contact for affiliated clubs regarding sanctioned competitions and sanctioning procedures.
- Receive, review, verify, and enter official competition results into CMP databases.
- Process and assign Excellence-in-Competition (EIC) points for all applicable disciplines.
- Maintain accurate records of Distinguished Badge progress and EIC standings.
- Review submitted scores for National Record eligibility and maintain official National Record databases.
- Process National Record applications and coordinate record recognition.
- Respond to questions regarding CMP competition rules, sanctioning procedures, EIC competitions, and National Records.
- Assist with interpretation and application of CMP Competition Rules and Board-approved policies.
- Maintain accurate competition records, databases, and historical files.
- Prepare reports, statistics, and correspondence related to sanctioned competitions and competitor achievements.
- Assist in maintaining competition forms, publications, and administrative procedures.
- Perform extensive work in NetSuite and other CMP business systems to process competition-related transactions, maintain accurate records, and support program administration.
- Coordinate the inventory, preparation, packaging, and shipment of match supplies, including medals, rulebooks, scorebooks, forms, and other materials required for CMP-sanctioned competitions.
- Maintain inventory levels of competition awards and match supplies and notify the Air Gun & Smallbore Manager when replenishment or additional purchasing is needed.
- Engrave Excellence-in-Competition (EIC) badges and prepare Distinguished badges and other awards for distribution.
- Package and mail EIC badges, Distinguished awards, National Record certificates, and other competition recognition items to eligible recipients.
- Coordinate with Competition Coordinators, Match Directors, and affiliated clubs regarding sanctioned events.
- Provide administrative support during Regional, National, and Championship competitions as assigned.

- Travel in support of CMP competitions, championships, and outreach events as required.
- Assist other International Department staff during periods of increased activity.
- Identify opportunities to improve administrative efficiency and customer service.
- Maintain confidentiality of competitor and organizational information.
- Perform all other duties as assigned.

Relationships

Reports To / Supervisory Controls

Reports directly to the Air Gun & Smallbore Manager. Works closely with Competition Coordinators, Program Managers, affiliated clubs, match directors, volunteers, competitors, coaches, and other CMP departments. Work is performed under general supervision with responsibility for independently administering assigned competition programs.

Level & Purpose of Contacts

Maintains frequent contact with affiliated clubs, match directors, competitors, coaches, volunteers, governing organizations, and the general public. The purpose of these contacts is to administer sanctioned competitions, provide rules guidance, process competition results, maintain official records, and ensure consistent application of CMP policies.

Supervisory Responsibility

None.

Guidelines Available to Employee

CMP Competition Rules, and the National 3PAR Council Rulebook, departmental Standard Operating Procedures (SOPs), sanctioning policies, National Record policies, Distinguished Badge procedures, administrative procedures, and established office practices. The employee exercises independent judgment in prioritizing workload, interpreting competition rules, and administering assigned programs.

Physical Demands & Work Environment

Most work is performed in a standard office environment utilizing computers and office equipment. During competitions, work may be performed in registration offices, competition centers, and shooting ranges. Requires occasional lifting of competition materials and supplies up to approximately 30 pounds. Periodic evening, weekend, and overnight travel is required.

Complexity Level

Medium. The position requires administering multiple competition programs simultaneously while maintaining a high degree of accuracy. The employee must interpret competition rules, administer sanctioning programs, maintain official records, resolve administrative issues, and effectively prioritize competing deadlines throughout the competition season.

Scope & Effect

Medium to High. The accuracy and timeliness of this position directly affect the integrity of CMP-sanctioned competitions, Distinguished Badge awards, National Records, and official competition results. The position plays a significant role in ensuring consistent administration of CMP competition programs nationwide.

Education and Experience Requirements

Bachelor's degree preferred. Associate degree or equivalent combination of education and experience considered.

Two to five years of experience in sports administration, event management, competition administration, or a related field is preferred. Experience with competitive shooting sports, competition rules, sanctioning programs, or score management is highly desirable.

Position Qualifications

Skills / Training

- Strong organizational and time management skills.
- Exceptional attention to detail and commitment to accuracy.
- Excellent written and verbal communication skills.
- Ability to interpret and consistently apply competition rules and policies.
- Strong customer service and interpersonal communication skills.
- Proficiency with Microsoft Office applications including Word, Excel, Outlook, and Teams.
- Ability to effectively utilize NetSuite, CMP competition management software, registration systems, and databases, or the ability to quickly develop proficiency in these systems.
- Ability to manage multiple deadlines and projects simultaneously.
- Ability to work independently with minimal supervision.
- Ability to prepare reports, maintain databases, and organize official competition records.

- Ability to accurately engrave badges and awards and coordinate the preparation, packaging, and shipment of competition materials and recognition items.
- General knowledge of Air Rifle, Air Pistol, and Smallbore competition disciplines or the ability to quickly develop a comprehensive understanding of CMP competition programs.
- Ability to represent the Civilian Marksmanship Program professionally when interacting with competitors, clubs, coaches, volunteers, and partner organizations.
- Ability to exercise sound judgment and maintain confidentiality.