

Job Description
Assistant Chief Range Officer
River Bend Gun Club

Mission Statement

The mission of the Assistant Chief Range Officer is to consistently demonstrate a professional and courteous demeanor while representing the club, its Officers and the BoD to members and their guests. The ACRO is required to support the CRO in his duties during public relation (PR) activities with members and their guests, to patrol the shooting ranges and club property when ACRO II is not available, facilitate training courses such as Women on Target, and to perform assigned administrative duties as required.

Job Duties:

1. Instruct new member Range Tour
2. Oversee and approve member qualifications such as Tac Rifle Certification and NFA Certification.
3. Present CRO Report at monthly BOD when CRO is absent
4. Prepare monthly administrative reports such as Range Use Report
5. Patrol RBGC shooting ranges and club property when ACRO II is not available
6. Interface with members and their guests as necessary to answer questions, provide needed information, enforce the Range Rules and provide additional assistance as required.
7. Work as a coach for instructional events such as Women On Target.

Job Requirements:

1. Applicants must possess excellent interpersonal skills that enable them to interface with members and their guests in a professional, courteous and friendly manner whether they are offering assistance or are discussing Range Rules violations.
2. Applicants must possess excellent presentation skills and use of PowerPoint, word, and Excel.
3. Applicants must be mature and level headed enough to avoid becoming angry when interacting with members and their guests who may become condescending, belligerent or confrontational.
4. Applicants must possess a thorough understanding of RBGC Range Rules, shooting range operations and must possess a broad working knowledge of different action types and firearms operation.

**Job Description
Assistant Chief Range Officer II
River Bend Gun Club**

Mission Statement

The mission of the Assistant Chief Range Officer II (ACRO II) is to consistently demonstrate a professional and courteous demeanor while representing the club, its Officers and the BoD to members and their guests. The ACRO II is required to support the CRO and ACRO in public relations (PR) activities with members and their guests, to patrol the shooting ranges and club property, to ensure that the RBGC Range Rules are adhered to by all members and their guests and to perform assigned administrative duties as required.

Job Duties:

1. Work approximately 40 to 50 hours per month on at least four weekend days and two to three weekdays.
2. Patrol RBGC shooting ranges and club property.
3. Gather all sign in sheets from all ranges monthly.
4. Interface with members and their guests as necessary to answer questions, provide needed information, enforce the Range Rules and provide additional assistance as required.
5. Work as a coach for instructional events such as Women On Target.
6. Prepare written reports of observed rule violations

Job Requirements:

1. Applicants must possess excellent interpersonal skills that enable them to interface with members and their guests in a professional, courteous and friendly manner whether they are offering assistance or are discussing Range Rules violations.
2. Applicants must be mature and level headed enough to avoid becoming angry when interacting with members and their guests who may become condescending, belligerent or confrontational.
3. Applicants must possess a thorough understanding of RBGC Range Rules, shooting range operations and must possess a broad working knowledge of different action types and firearms operation.

Organizational Structure:

The ACRO II will report directly to the CRO. In addition, the ACRO II is expected to maintain a close working rapport and communication with the ACRO, the Club Manager, the Shotgun Hill Manager, the Club President and all members of the Board of Directors (BoD).