

NSSA Director of Skeet Job Requirements and Qualifications

Job Scope: NSSA

A successful candidate for the position of NSSA Director of Skeet should meet the following requirements and possess the following qualities:

Leadership & Management:

1. Demonstrate leadership & organization skills to be able to work effectively.
2. Manage a working staff of employees.
3. Be service-oriented towards our Membership.
4. Be able to work with, guide and direct volunteers.
5. Demonstrate flexibility where necessary to achieve objectives.
6. Be able to reach consensus of opinion.
7. Understand the annual budget process and work closely with the financial capabilities of the organization to meet or improve on the budget implementation.
8. Be able to set priorities.
9. Be able to delegate effectively.
10. Be organized.
11. Be able to ask tough questions.
12. Be able to tactfully say no when appropriate.
13. Be able to listen, evaluate and reply constructively.
14. Be able to recommend plans of action and implement these plans.
15. Be able to identify potential problems and make solution-based recommendations.
16. Be able to understand and consistently enforce the rules of the NSSA.

Communication

1. Communicate effectively both orally and in written form with Staff, Board of Directors, NSSA Officers, Executive Committee, Members and Clubs.
2. Must be computer literate capable of communicating via e-mail, using spreadsheets and able to learn how to run & query in-house applications; Understand social marketing channels like Facebook.
3. Responsible for submitting information monthly to *Skeet Shooting Review* magazine & weekly TARGET TALK.
4. Responsible for overseeing the MYNSSA.COM website.

Marketing & Promotion

1. Be able to promote our organization and shooting disciplines effectively within and outside the industry to promote & grow the sport.
2. Have experience in hosting registered skeet events, including understanding the logistical side of hosting major skeet shoots.
3. Have experience in hosting fun shoots and leagues.

Personal

1. Have 3 to 5 years management experience with a Bachelor's degree or equivalent work experience.
2. Be able to work with committees and other groups constructively.
3. Be an outgoing personality interested in member and club concerns.
4. Be able to take constructive criticism.
5. Be recognized as a shooter & be knowledgeable about shotguns.
6. Be knowledgeable about clay targets: types, cost & transportation.
7. Be knowledgeable about target traps: types, cost & capabilities.
8. Be able to cover weekend events at Headquarters and travel 2 to 5 times / year as required to represent the NSSA.