

## **Position: Range Director**

### **Overview:**

The Range Director plays a vital role in maintaining the archery range and ensuring a safe, enjoyable environment for all members. This position involves managing a dedicated team of volunteers (the range committee) to oversee maintenance tasks and enhancements to the range.

### **Time Commitment:**

This position has a large time fluctuation to accommodate club needs during archery season. The busiest time is May - September with a 1 - 6 hour requirement weekly during these months.

### **Equipment:**

A phone is required to reach the range committee members. All maintenance equipment will be supplied, but there will be a requirement to travel to the range.

## **Key Responsibilities:**

### **Team Management:**

- Recruit, train, and coordinate a team of volunteers for the range committee. Foster a positive, collaborative environment to encourage teamwork and commitment.

### **Range Maintenance:** Oversee regular maintenance tasks including:

- **Course Set Up:** Design and manage the set up of Course A, B & C. Courses must be rotated to the winter loops in September and back to the summer loops in the spring. This includes coordinating with the Events Director for set up and take down of all event shoots.
- **Target Insert Replacement:** Ensure that target inserts are replaced when required for the 3D targets. Refurbish/replace the 3D targets and static range targets as needed.
- **Range Maintenance:** Coordinate mowing and upkeep of grass areas. Ensure that all shooting lanes are clear and accessible for use. Ensure the road areas and loops are graded and clear snow as required. Any various maintenance as needed including but not limited to static target frame repairs, bow stand repairs, light painting, etc. This requires operation of equipment such as chainsaws, weed wackers, mowers and various hand tools.
- **Waste Management:** Ensure the garbage bins are emptied when full to maintain cleanliness and safety at the range. Coordinate the emptying of the large garbage bin and cleaning of the portable toilets. Utilize the Junior Club during the summer months to empty the garbages.
- **Equipment Maintenance:** Coordinate with the board and contractors for equipment servicing and repair.

**Safety Compliance:**

- Ensure that all maintenance activities are set up to adhere to safety regulations and best practices.
- Ensure all regular loops meet Archery Canada safety standards.
- Conduct regular safety checks of equipment and facilities.

**Event Support:**

- Assist in setting up courses for events if possible.
- Ensure courses return to the original state after events.

**Communication:**

- Provide regular updates to the board regarding maintenance needs, volunteer participation, and any issues that arise.
- Keep open lines of communication with the board regarding range conditions and upcoming maintenance schedules so this can be shared to the membership.

While the Range Director is responsible to coordinate overall range maintenance, they will delegate coordination and implementation of many maintenance activities to members of the Range Committee.