

The Shooting Federation of Canada  
is the National Sport Governing Body  
for Olympic and Recreational Shooting.



La Fédération de tir du Canada est  
l'organisme national de régie du sport  
pour le tir olympique et récréatif.

## Job Description for the Shooting Federation of Canada (SFC) "Try It" Days Coordinator

[The Shooting Federation of Canada \(SFC\)](#) is the official nationally recognized sport organization responsible for the governance and development of recreational and competitive target shooting in Canada. To promote the growth of our sport, the SFC delivers programs for officials, coaches, volunteers and high performance athletes.

**Our values are:** Being accountable to, and supportive of, our members and stakeholders; performing our roles with integrity and transparency; committed to respect, equity, diversity and inclusion; cultivating excellence in target shooting sports.

### **Our desired outcomes with this project:**

- Increase awareness and promotion of, and participation in target shooting sports.
- Improve membership benefits
- Improve communications and relationships with membership, affiliated clubs and other shooting organizations.
- Increase awareness of and promote the SFC
- Increase and promote SFC's representation nationally and internationally
- Foster a gender equitable, inclusive sport organization that upholds dignity, respect and fairness with no barriers for all to excel.

**Job Description:** The successful student candidate can reside anywhere in Ontario and must be willing to travel to 4-6 clubs situated throughout Ontario. They will be tasked with developing a pilot program that will increase awareness and access to our sports. The student will be expected to search out and contact Ontario and Canadian organizations impacting aboriginal youth, persons with physical disabilities, LGBTQ2S+, women and youth 15 years and older in Ontario and link their clientele with Ontario target shooting clubs interested in hosting "Try It" events that will be designed by the coordinator in collaboration with club volunteers. The successful candidate will benefit from the experience of searching out contacts and connecting with like-minded organizations. They will experience communication challenges such as misinformation and a lack of awareness of shooting sports and their Olympic/Paralympic opportunities. They will learn of the different jobs within a national sport organization and be exposed to the entire operation of the organization. They will learn how to expense travel and self-manage their work virtually to expected outcomes. They will be expected to project manage, forecast project delays and learn to ask for help well before deadlines. Systems thinking and risk management will be required. They will be expected to collect data, transcribe data and synthesize data sets into useful summaries. They will also be expected to present their results and findings to the SFC Board, working on their public presentation ability. Finally, they will challenge their skills in being a positive influencer and champion for the sport encouraging and welcoming newbies and

those that may be a bit apprehensive about participating in the sport of target shooting. They will learn to be resilient, flexible and make decisions at an appropriate level. .

**Location:** Ontario – Can arrange to work from home with travel required. Use of personal computer supported.

**Dates:** This is temporary contract summer position targeted to begin **May 15, 2023 and end August 18, 2023** (negotiable start and finish dates) to be filled by an Ontario resident student.

**Remuneration:** \$16.00 – 18.00/ hour dependent on qualifications and experience; approved travel expense reimbursement including personal vehicle use as per the [SFC policy](#). Due to some weekend requirements, the hours of work will be adjusted to not exceed 40 hours per week and average 7.25hrs/ per day 5 days a week in keeping with the Employment Standards Act guidelines of Ontario.

**Duties will include but are not limited to:**

- 1) searching and creating a contact list of potential stakeholders;
- 2) following up initial contact by the SFC with phone calls to provide further understanding and specifics;
- 3) booking dates for "Try It" days at various target shooting sports clubs in Ontario;
- 4) creating and distributing marketing tools to focus on the identified groups;
- 5) arranging for SFC volunteers to assist the clubs in hosting the event;
- 6) attending some but not all "Try It" days;
- 7) collecting summary data for each event and linking self-identified athletes to coaches in the area.

**Qualifications:**

- Ontario Students\* of physical education or sports management, marketing, business or related fields will benefit from this experience.
- Willingness to undergo a police records and / or vulnerable sector check if requested prior to employment
- The successful applicant must have a valid Ontario driver's license, insurance and access to a safe road worthy vehicle to travel as and when necessary.
- Additional assets (not necessary) include
  - Target shooting sport experience
  - Safe driving record
  - Bilingualism
  - Firearm Possession and Acquisition Licence training

**Skills further developed within this position include:** Project management, database development, data entry, analysis and presentation, systems thinking, safety awareness, defensive driving, communication including difficult conversations, negotiating and influencing, social media and marketing product development, report writing and presentations, and range safety.

**First interviews will be scheduled in late Feb/ early March and position will remain open until successfully filled.**

**Please submit resume and succinct cover letter to:**

Susan Verdier – Technical Director Shooting Federation of Canada

By email [sverdier@sfc-ftc.ca](mailto:sverdier@sfc-ftc.ca) with the Subject: Try It Days Coordinator application

\*This position is made possible by the Ontario Government Summer Experience program and successful applicant must meet their criteria.