



Job Description Range Officer

Job Summary: The Range Officer is responsible for the safety of all BLSC customers and staff. He has extensive knowledge about the operation of firearms of all types, and he may be called upon to offer assistance for shooters using the lanes. His primary duty is to organize, conduct and supervise safe shooting activities and range operations for all shooters at all times. The Range Officer will provide Range orientation for new members and By Day shooters. He will ensure that the entire facility and all operations are maintained at the highest standards. **MUST PASS CRIMINAL BACKGROUND CHECK.**

Immediate Supervisor: Center Manager

Position's Essential Functions:

1. Ensure strict adherence to Standard Operating Procedure (SOP) for center at all times
2. Monitor all activity on the shooting lanes at all times
3. Assist customers with appropriate lane and target operation
4. Promote and smoothly execute instructional programs and shooting events
5. Know and follow emergency response plans when required
6. Operate Center POS software
7. Sell Memberships and Retail inventory
8. Assist in performing end of day secured inventory shelving
9. Keep center sanitary and neat
10. Perform all computer functions as assigned by Center Manager
11. Maintain productive relationships with established customers
12. Attend training as required by Center Manager
13. Work as a team player with all staff
14. Communicate in a professional and courteous manner with everyone
15. Maintain a well groomed, professional appearance at all times
16. Adhere to BLSC policies at all times

Additional Responsibilities

Special projects as assigned by supervisors

Physical Requirements

Able to lift 70 lbs, stand or sit for extended periods

Qualifications

21 years or older
High School Diploma or equivalent
Naturally friendly and positive daily attitude
Excellent communication skills
Proficient with handguns, rifles

Proficient with office technology
Highly self motivated/able to work without direction
Ability to multi-task and prioritize responsibilities
Ability to carry out directives efficiently
Desire to learn new skills and accept responsibility

**** Once hired, the BLSC Range Officer must pass the NRA Certified Range Officer test with a score of 90% or better.**