

# Raised At Full Draw

## WI R3 PROGRAM COORDINATOR



### FULL TIME POSITION

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<b>Department/Group:</b>	R3 & Camp Coordination	<b>Job code/Req#:</b>	WI-10-23
<b>Location:</b>	Wisconsin statewide Ideally centrally located, near Clark, Wood, Portage counties	<b>Travel required:</b>	Yes
The successful candidate will preferably live centrally in Wisconsin and be willing to travel around the state of Wisconsin.		<b>Partnerships:</b>	Employee will work closely with various nonprofits and state agencies. Including DNR, wildlife areas, PF, NDA, Outdoor Mentors etc
<b>Level:</b>	Statewide Coordinator	<b>Position type:</b>	Full time
<b>Supervision</b>	Chief Operating Officer	<b>Certifications can be completed before or after hire</b>	Hunter Education Instructor Basic First Aid, CPR Background checks Valid Driver's Licenses Archery Instructor
<b>Will train applicant:</b>	Yes	<b>Posting expires:</b>	10/1/2023 Applicants will be accepted through October 1 <sup>st</sup> or until the position is filled. Applicant review will begin October 2 <sup>nd</sup> .
<b>Website:</b>	<a href="http://www.raisedatfulldraw.com">www.raisedatfulldraw.com</a>	<b>Compensation</b>	Salary based on experience Phone, Internet & Mileage Reimbursement negotiable

### APPLICATIONS ACCEPTED BY:

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<b>Email:</b>	<a href="mailto:Careers@raisedatfulldraw.com">Careers@raisedatfulldraw.com</a>	<b>Subject line:</b>	WI RAFD Application & Last Name
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Application Procedure: To apply send cover letter, resume and references (2 professional & 2 personal, non-related) to the hiring committee at [Careers@raisedatfulldraw.com](mailto:Careers@raisedatfulldraw.com) with the subject line "WI RAFD Application and last name."

The application cover letter should outline both your interest in and qualifications for this position.

### ORGANIZATIONAL PROFILE & OVERVIEW

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#### Overview

Raised At Full Draw seeks a self-motivated individual to join our team as the RAFD Wisconsin R3 Program Coordinator. This full-time position is responsible for the expansion efforts of Raised At Full Draw and R3 programs. The WI R3 Program Coordinator helps organize, coordinate, and implement program events. The WI R3 Program Coordinator is required to communicate with youth and adults who may partake within our events as well as volunteers and instructors who may assist at the events.

This position is responsible for organizing the Wisconsin Raised At Full Draw camps, along with various other events such as Hunter Education Field Days and archery101. They will seek to find participants in each event along with recruiting the volunteers that will assist at the events. Most of the day to day work will be planning and organizing events in an office setting (phone and computer) leading up to the various events and coordinating onsite events. Reporting to the Chief Operating Officer (COO), the WI R3 Program Coordinator will be responsible for the operational success of Wisconsin's Raised At Full Draw nonprofit ensuring seamless team management and development, program delivery, and quality control.

In this newly established role, the WI R3 Program Coordinator will be the key external face of Raised At Full Draw nonprofit within the state. This position will work closely with the Wisconsin Department of Natural Resources (DNR), other WI R3 Coordinators and partner with Non-Government Organizations (NGOs).

Raised At Full Draw is proud to be an equal opportunity employer and does not discriminate based on age, gender, race, national origin, ethnicity, religion, sexual orientation, or disability.

For more information, Contact Donise Petersen at [info@raisedatfulldraw.com](mailto:info@raisedatfulldraw.com)

## **JOB DESCRIPTION & QULIFICIATIONS**

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### **Role and Responsibilities**

The list of Roles & Responsibilities, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinate Raised At Full Draw camps and programs aligned with archery, hunting, trapping and shooting sports.
- Remain on-site for the duration of the assigned events/camp to ensure the successful execution including: preparation, operation and clean up
- Coordinate fundraising efforts to support events
- Recruitment and assignment of volunteers to various tasks and roles associated to events
- Recruit and train new volunteers to be a part of RAFFD's mission, R3 programming and Hunter Education instructors.
- Instruct hunter education and bowhunter education classes
- Attend public events with educational displays to promote RAFFD and R3 programs displays may include teaching archery.
- Create Press Releases to publicize, announce and promote the projects, activities, and events.
- Send pre and post surveys to participants and volunteers
- Capture pictures and content from each event, post on our social media pages
- Write and complete local and state grants
- Send appropriate thank you letters
- Report data
- Other duties as assigned

### **Qualifications**

- Must be organized and goal oriented.
- Must be able to complete assigned tasks to meet deadlines
- Knowledge of archery, bowhunting and nonprofits
- Able to understand all elements of the role and have experience in leadership and growth of an organization.
- Quick learner who is efficient and effective at developing and implementing ideas
- Able to present and represent the organization, sharing our story with the individuals of Wisconsin.
- Have a strong passion for the cause and understand the role of hunters in conservation.
- Strong work ethic with ability to discard the setbacks and peruses until goals are achieved.
- Approaches work from the organizations and state agencies point of view rather than personal.
- Team Player willing to support the RAFFD Mission.

### **Physical Requirements and Work Environments:**

- Lead outdoor programs including single days, multi days and overnights.
- Able to work outdoors including in the summer heat and inclement weather for multiple days.
- Ability to lift and carry 50 pounds
- Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.
- Ability to transport a trailer
- Ability to work flexible hours, including weekends and evenings
- Ability to sit, bend, climb and lift objects
- Ability to operate a safe mode of transportation for events such as enclosed cargo trailers hauling equipment and supplies.

### **Skills & Abilities**

- Background in archery and bowhunting
- Leadership capabilities
- Ability to plan, organize, direct and coordinate various events including summer archery camp, archery programs and hunter education classes
- Experience having worked within a collaborative and constructive peer group
- Experience and success in motivating, recruiting, developing, retaining, mentoring, mission-driven and results-oriented
- People qualities of integrity, credibility and commitment to and passion for Raised At Full Draw's nonprofit mission. Including being inclusive of all people.
- Ability to train and teach others
- Ability to manage programs and events
- Volunteer management experience
- Ability to work independently and in team settings
- Possess the ability and skill to communicate efficiently and effectively both orally and in writing with a wide range of people and audiences; including effectively speaking to large groups and communicating with the public.
- Skill in the use of Microsoft Office products (Word, Outlook, Excel etc)
- Understand Google Suite/Google Workspace with the ability to learn other online platforms used by the nonprofit and state agency.
- Ability to prioritize work and know when to consult with the supervisor
- Attention to detail and professionalism in all written and oral communications
- Must be willing to travel
- Willing to be trained in First Aid/CPR
- Willing to be certified as a WI Hunter Education Instructor
- College degree desired, but not required, based on experience
- Valid Driver's Licenses
- Subject to background checks