

RANGE SAFETY OFFICER / MEDIC

ATG 2015

JOB SUMMARY:

Arctic Training Group is currently seeking qualified persons for Part Time employment as an RANGE SAFETY OFFICER / MEDIC.

LOCATION & WORK SCHEDULE:

- Anchorage & Mat-Su Valley
- Part-time Non-Exempt position estimated at less than 30 hours per week.
- May be requested for possible short-term training assignments across the state.
- Opening shifts may be required to begin their shift up to one hour prior to open and closing shifts may be required to work up to one hour after close to accommodate special circumstances, such as physical inventory and returning gear and tools back to service.
- Schedule may vary from week to week in the best interest of the company, however reasonable schedule preferences may be granted at the discretion of management.

JOB RESPONSIBILITIES:

- Ensures range safety for all customers, employees, and bystanders.
- Assists customers with basic & advanced firearm handling techniques.
- Maintains cleanliness and organization of shooting range and classroom.
- Assists customers with range and classroom
- Completes ATG RSO & Medical Training Programs.
- Reports to the Adjunct Instructor in charge.
- Maintains ATG standards in training and appearance.
- Assists Chief Training Officer, Senior / Adjunct Instructors in all aspects of training.
- Completes all paper work in a timely manner.
- Maintains the highest degree of safety through out all training.
- Maintains a positive working relationship with all students and employees.
- Assist in safety instruction and range control of students.
- Maintain medical certification and provide medical support in the event of an emergency.
- Maintains and wears an ATG Uniform in a professional manner.
- Understand and maintain confidentiality with respect to the company-client relationship, records, corporate strategies, the identities of the clients, etc.
- Performs other duties as assigned.
- The Range Safety Officer's primary role is to ensure safety on the range by observing all users and respectfully, but immediately ceasing any behavior that could be considered unsafe.
- Must be observant and possess the ability to make quick accurate decisions
- Must be able to use tact and be respectful when correcting unsafe behavior

(Continue to the next page please)

RANGE SAFETY OFFICER / MEDIC

ATG 2015

- Possess strong customer service skills.
- Assist in opening & closing of range.
- Knowledge of company's mission, purpose, and goals.
- Ability to operate telephones, paging system, and range equipment.
- Thorough knowledge of the facilities security policy and procedures.
- Ability to operate, demonstrate and explain training equipment.
- Members use of the facilities.
- Stay current on product knowledge, general firearms laws and safety procedures.
- Knowledge of company firearms, range equipment and, basic gunsmithing.
- Dress appropriately for position adhering to facility dress code.
- Other duties as assigned.

JOB REQUIREMENTS:

Education/Knowledge:

- High school graduate or equivalent.
- 21 years or older
- Formal instructor certification.
- All candidates must consent to random background investigation, polygraph as well as random drug testing.
- Basic reading, writing, and arithmetic skills required. High school diploma or equivalent.
- Law enforcement, military, security officer, or shooting range experience is a plus
- Range safety officer certification from an accredited organization such as NRA, preferred.
- 1 Year Retail experience or ability to pass the Facility's Product Knowledge test.
- Self-motivated & exceptional organizational skills.
- Great Customer Service, communication, and organizational skills.
- Must be able to multitask.
- Ability and willingness to work cooperatively with others.
- Knowledge of Microsoft Office products and telephone protocol.
- Complete an annual shooting qualification.
- Ability to legally obtain a Alaska Concealed Weapons Permit within the 90-day probationary period.
- High degree of discretion dealing with confidential information.

(Continue to the next page please)

RANGE SAFETY OFFICER / MEDIC

ATG 2015

Experience:

- No experience needed, must be willing to attend, pass and recertify through ATG and ATG approved outside courses.

Skills and Other Pre-requisites

- Excellent written and verbal communications skills in English.
- Possess the knowledge and experience to handle unusual occurring events.
- Be a flexible team player with the ability to handle multiple tasks.
- Must be flexible with schedule and be prepared to work some overtime if needed.
- Present and maintain a neat and clean appearance.
- No history of major illness or mental disorder.
- Experience must be verifiable must be submitted in DD-214 or other paperwork that can be independently verified.
- Must possess good written and verbal communications skills in English.
- No felony or violent crime convictions (no waivers).
- No spousal abuse conviction(s) (Lautenberg Amendment)

WORKING CONDITIONS:

Irregular hours, time zone changes, multiple and consecutive assignments, very steep terrain, rocky, loose, or muddy ground surfaces, thick vegetation, down/standing trees, wet leaves/grasses, varied climates, (cold / hot / wet / dry / humid / snow / rain), varied light conditions, including dim light or darkness, high altitudes, heights, holes and drop offs, very rough roads, open bodies of water, isolated/remote sites, light (bright sunshine, UV).

HOW TO APPLY:

To submit your request as a candidate for either our Instructor or volunteer positions please email the following to: Info@arctictraininggroup.com

- Letter of interest.
- Cover letter.
- Detailed resume.
- Detailed work history.
- Copy of all certifications.

RANGE SAFETY OFFICER / MEDIC

ATG 2015

(Please note that a letter of interest, cover letter and/or resume in Microsoft Word or PDF format, are recommended.)

