

Guildford Archery Club Armourer: Job Description (Rev: Jan 2011)

JOB TITLE: Armourer

RESPONSIBLE TO: Club Management Committee and General Meetings

SKILLS REQUIRED:

- Enthusiastic and motivated
- Well organised, able to assemble and direct volunteer teams
- Prepared to make a regular time commitment
- Practical
- Experienced archer generally familiar with equipment
- Able to motivate and encourage people
- Planning aptitude
- Ability to liaise with Club officers, Community representatives

Main Duties:

1. Liaise with the 3 officers responsible for maintenance of Buildings, Grounds and Equipment (excluding club bows and arrows).
2. Book and arrange the Club's regular indoor shooting venue.
3. Maintain the clubs bows and arrows and associated shooting equipment, including beginners and have –a –go equipment.
4. Maintain portable signage, BBQ's etc.
5. In association with the above 3 officers arrange Club member work parties to
 - a) undertake general ground and facilities maintenance.
 - b) prepare for and support major club tournaments to include shooting field preparation, parking arrangements, signage, catering (as required) and clearing away on completion.
6. Liaise with the Beginners Course co-ordinator and the events and parties co-ordinators to ensure the provision, set up and retrieval of equipment.
7. Provide appropriate targets and facilities for designated trophy shoots.
8. Liaise with indoor shooting venues regarding provision of equipment for indoor shooting.
9. Represent the Club at official meetings of Normandy Parish Council and Manor Fruit Farm Management groups.
10. Advise the Treasurer of any future significant expenditure for which budget provision will be required.