

Job Posting: General Manager – Mission Skeet & Trap Club

Company: Mission Skeet & Trap Club (MSTC)

Location: 1306 S. Conway Avenue, Mission, TX

Position: General Manager

Reports to: Board President, Vice President, Secretary/Treasurer

About Us:

Mission Skeet & Trap Club (MSTC) is dedicated to providing recreational shooting and archery opportunities for all visitors. Our facilities and operations include shotgun and pistol shooting ranges, archery areas, and various educational and community programs.

We're seeking a dynamic, experienced General Manager to lead our team and operations, ensuring an excellent experience for all visitors and stakeholders.

Key Responsibilities

Facility & Operations Management:

- Oversee daily operations of shooting and archery ranges, including pistol, trap, skeet, and 5-stand ranges.
- Ensure safety for and policy compliance from all staff and visitors.
- Manage inventory and order supplies, including targets, ammunition, and retail products.
- Coordinate facility upkeep, landscaping, and equipment maintenance.

Staff Leadership:

- Supervise and mentor staff, creating schedules and providing professional development opportunities.
- Conduct performance reviews and ensure smooth day-to-day operations.

Event Management:

- Plan, promote, and execute events, including competitions, fundraisers, and private rentals.
- Work with marketing teams to drive attendance and build community engagement.

Community Engagement:

- Act as a liaison between MSTC and the local community, fostering relationships with stakeholders and organizations.
- Promote safe and responsible shooting practices through educational initiatives.

Administrative Duties:

- Report directly to the Board of Directors on operations, finances, and facility updates.
 - Manage budgets, prepare monthly reports, and ensure compliance with safety and industry regulations.
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Qualifications

- **Education:** High School Diploma, or GED. College degree recommended but not required.
 - **Knowledge & Skills:**
 - Mechanically inclined is extremely helpful.
 - Strong leadership, communication, and organizational skills.
 - Familiarity with firearms, archery equipment, and safety protocols recommended but not required.
 - Proficiency in administrative tasks and event coordination.
 - **Physical Abilities:** Ability to lift up to 60 lbs., perform physical tasks, and work outdoors in various weather conditions.
 - **Certifications:** CPR, AED, and First Aid not required but willingness to obtain at club's expense.
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Benefits

- Competitive salary based on experience.
 - Opportunities for professional development and training.
 - Incentive Bonus Possibilities.
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How to Apply

Submit your resume and cover letter to management@missionskeetandtrap.com. Applications will be reviewed on a rolling basis.

Join MSTC to lead a vibrant facility, foster community engagement, and promote a culture of safe and responsible recreation!