

Job Description: Range Manager

Organization: East Texas Rifle & Pistol Club, Inc. (ETRPC)

Location: Longview, Texas

Reports To: Executive Committee (President & Range Master – operational direction)

Works Closely With: Range Master, Secretary/Treasurer, Board of Directors

Supervises: Range Safety Officers (RSOs), range staff, volunteers (as applicable)

Status: [Full-Time / Part-Time / Paid / Volunteer – per SOP]

Position Purpose

The Range Manager is responsible for the **day-to-day operational and administrative management** of ETRPC facilities in support of the club's purpose as defined in **Article II of the By-Laws**: promoting safe, responsible firearms ownership, marksmanship, and sportsmanship.

This position ensures that **range operations, safety enforcement, scheduling, membership administration, and recordkeeping** are conducted in full compliance with:

- ETRPC By-Laws
- Standard Operating Procedures (SOP)
- Range Safety Rules
- Applicable federal, state, and local laws

Safety, accountability, and professionalism are the foundation of this role.

Authority & Governance Alignment

- The Range Manager is a **non-elected operational and administrative position**.
 - Operates under the direction of the **Executive Committee** and in coordination with the **Range Master**.
 - Does not supersede the elected authority of the Range Master as defined in **Article VII, Section 4**.
 - Authorized to take immediate action to prevent unsafe conditions, including suspending shooting activities.
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Administrative, Membership & Records Management Duties

(Aligned with **Articles III, IV, V, VIII, IX, and XI of the By-Laws**)

The Range Manager is responsible for the **administrative functions necessary to support daily operations and Executive Committee oversight**, including but not limited to:

Membership Administration

- Maintain accurate and up-to-date **membership rolls**, including:
 - Active, inactive, suspended, and terminated members
 - Membership status, expiration dates, and eligibility
- Process new memberships in accordance with SOP, including orientation verification.
- Track annual dues, initial membership fees, late fees, and delinquent accounts.
- Coordinate with the **Secretary/Treasurer** to ensure proper financial recording and reconciliation.
- Notify members of upcoming expirations, delinquent status, or access restrictions.
- Assist the Executive Committee with documentation related to suspensions, expulsions, and appeals.

Financial & Payment Processing Support

- Collect and record membership payments, range fees, and approved use fees as outlined in SOP.
 - Ensure payments are properly documented and forwarded to the Secretary/Treasurer.
 - Maintain records related to commercial range use fees and approved events.
 - Ensure no administrative actions conflict with By-Laws or SOP fee schedules.
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Records Management

- Maintain organized, confidential records including:
 - Membership applications and acknowledgments
 - Safety violation reports and incident documentation
 - Event approvals and range reservations
 - Instructor and commercial use approvals
 - Ensure records are retained in accordance with club policy and legal requirements.
 - Provide documentation to the Executive Committee upon request.
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Website & Communications Support

- Maintain and update the **ETRPC website**, including:
 - Range hours and closures
 - Event calendars and match schedules
 - Safety notices and announcements
 - Membership-related information as approved by the Executive Committee
 - Coordinate with officers to ensure posted information is accurate and current.
 - Assist with member communications related to operational updates, closures, or scheduled events.
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Executive Committee Support

- Provide administrative and operational reports to the Executive Committee.
 - Assist with preparation for meetings, including membership data and operational updates.
 - Implement policies and decisions approved by the Executive Committee and Board of Directors.
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Relationship to the Range Master & Secretary/Treasurer

- The Range Manager **supports the Range Master** in safety, maintenance, and event execution.
 - The Range Manager **supports the Secretary/Treasurer** by maintaining accurate membership and payment records.
 - Final authority for financial reporting, disciplinary actions, and policy decisions remains with the Executive Committee.
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Final Statement

The Range Manager is a **critical operational and administrative role** within ETRPC, serving as the link between safety enforcement, facility operations, membership management, and executive oversight. This position exists to protect lives, preserve club assets, and ensure the club operates in full alignment with its By-Laws, SOP, and mission.