



Select a 4-H Program ▼

About 4-H

- ▶ [About Michigan 4-H](#)
- ▶ [Michigan 4-H History](#)
- ▶ [Join 4-H!](#)
- ▶ [Become a 4-H volunteer!](#)

4-H Training & Events

- ▶ [Calendar](#)
- ▶ [Volunteer Workshops](#)
- ▶ [4-H Exploration Days](#)

4-H Learning Materials

- ▶ [Guide to Michigan 4-H](#)
- ▶ [MSU Extension Catalog](#)
- ▶ [4-H Co-op Curric. System](#)

Information for:

- ▶ [Youth](#)
- ▶ [Volunteers](#)
- ▶ [Families](#)
- ▶ [4-H Alumni](#)
- ▶ [Educators](#)

Recognition & Scholarships

- ▶ [MI 4-H Recognition Program](#)
- ▶ [MI 4-H Scholarships](#)

4-H in Michigan

- ▶ [MSU Extension Offices](#)
- ▶ [MSU Campus 4-H Staff \(By Name\)](#)
- ▶ [MSU Campus 4-H Staff \(By Program\)](#)
- ▶ [Children, Youth & Family Programs](#)

Michigan 4-H Foundation

- ▶ [Michigan 4-H Foundation](#)
- ▶ [4-H Children's Garden](#)
- ▶ [Kettunen Center](#)

National Links

- ▶ [National 4-H Council](#)
- ▶ [National 4-H Headquarters](#)
- ▶ [4-H Bookstore](#)
- ▶ [4-H USA](#)
- ▶ [CSREES](#)

SITE MAP

[4-H Youth Development](#)
[Michigan State University](#)
160 Agriculture Hall
East Lansing, MI
48824-1039
USA
Phone: 517-432-7575
Fax: 517-355-6748
Email: msue4h@msu.edu
[Disclaimer](#) & [Indicia](#)



4-H Shooting Sports: Getting Involved

[About](#)	[Getting Involved](#)	[FAQ](#)	[Calendar](#)	[State Tournament](#)	[National Invitational](#)
[Certified Instructor Resources](#)	[State Safety Practices & Policies](#)				
[MI Ranges](#)	[Other Resources](#)	[Contact](#)			

Find a local 4-H Shooting Sport Club by contacting your local [Michigan State University Extension](#) office for information. If a local club does not exist, the county 4-H youth staff can work with you to establish a program.

- [Youth Involvement](#)
- [Adult Involvement](#)
- [Partners, Sponsors and Other Supporters](#)



Youth Involvement

In each 4-H shooting sports discipline, all youth learn basic skills and shoot under the direct supervision of a certified instructor/4-H leader for that discipline.

- Local 4-H Shooting Sports clubs are open to all youth ages 9 to 19
- Archery or BB Gun can be appropriate for ages 7 & 8 with one on one adult direct supervision at the discretion and authorization of a certified shooting sports instructor.

To find a group in your area visit [Michigan State University Extension](#) or check out upcoming 4-H Shooting Sports events.

Adult Involvement

4-H Volunteer Job Description: 4-H Shooting Sports Instructor

(The following [4-H Shooting Sports Instructor Volunteer Job Description](#) is also available in MS Office format.)

Reports To: County Youth Educator

Time Commitment: 1 year. Re-enroll annually through county Extension system.

Job Summary: Provide quality, educational, positive opportunities for youth development while utilizing the 4-H Shooting Sports Curriculum in a safe and appropriate manner.

People Supervised: 1-10 assistant instructors, teen instructors as deemed appropriate, other adult volunteers as needed or available.

Principal Duties:

1. Supervises and controls the operation of the Shooting Sports facilities, equipment (including firearms), volunteers and participants in a safe and effective manner.
2. Direct, schedule, supervise and develop participants of the 4-H Shooting Sports Program. Assures understanding of all responsibilities, delegates authority, directs, appraises, and counsels.

3. Conducts Shooting Sports classes within the guidelines set by the National/State Shooting Sports Committee.
4. Keeps current on government and safety regulations concerning the safe handling of firearms and related equipment.
5. Resolve complaints related to the Shooting Sports Program. Those complaints which are not resolved are referred to the County Youth Educator and/or State Shooting Sports Coordinator.
6. Administers an approved Risk Management Program within established guidelines.
7. Plans and formulates policies and procedures for the efficient operation of the Shooting Sports Program in coordination with other Discipline Instructors and the County Youth Educator or his/her designate.

Job Requirements: Must maintain current Discipline Certification, which must be renewed every three years. Must be able to fulfill the duties described above.

Age: Instructor: 21 and older; Teen Instructor: 16-20

Requires Knowledge of:

1. Firearms operations and practices
2. 4-H policies and procedures
3. Safety and Risk Management Programs
4. Age Appropriate Learning Experiences

Skills & Abilities:

1. Interpersonal skills with other instructors, volunteers and participants
2. Management skills sufficient to assure proper inventory control, risk management, record keeping and other duties as deemed necessary
3. Willingness to work hard to get the job done properly

Previous Experience: Must have a working knowledge of firearms/archery equipment, a desire to help develop youth, and successfully complete the Volunteer Selection Process (VSP). Previous experience working with a 4-H Shooting Sports Program, while not required, is desirable.

Disclaimer: This job description indicated the general level of work expected and is not designed to cover every activity. The instructors may be asked to perform other duties as needed.

4-H Shooting Sports Leader/Instructor Responsibilities

1. To provide basic firearm, archery and/or wildlife and hunting instruction to youth. Using safety practices learned in 4-H instructor certification training.
2. To report all students that participated to the county MSU Extension agent who will make annual reports to the State 4-H program.
3. To keep updated and qualified as a certified instructors by teaching classes and /or working with a Shooting Sports club.
4. 4-H Shooting Sports leaders must be committed to learning about and practicing 4-H philosophy and youth development objectives in addition to teaching youth and other adults about their shooting sports discipline.
5. All instructors must complete and submit an Application for Re-certification every **three years** to maintain their certification. (Contact [Dale Elshoff](#), 4-H Shooting Sports Coordinator, for details.)

Certification Training

All 4-H Shooting Sports leaders must be trained in the discipline in which they wish to teach youth by state 4-H Shooting Sports instructors certified to teach the courses. Anyone wanting to instruct youth in 4-H Shooting Sports must receive training at a state or regionally hosted shooting sports leader workshop. (Required since April 2000.)

Counties will not conduct shooting sports activities without a 4-H certified leader in the discipline they are shooting.

There are two levels of 4-H Shooting Sports instructor certification:

- Adult — must be 21 years of age or older at the time of their training.
- Junior — must be ages 16-20 at the time of their training. Junior instructors may not run a program on their own until they turn age 21.

Instructor certification requirements:

- Instructors must complete a 4-H Shooting Sports Instructor Training in the discipline area they wish to instruct. Only one certification per discipline may be achieved at a state sponsored Shooting Sports workshop.
- The weekend workshop, administered by the State 4-H Shooting Sports Committee, includes a minimum of 10 hours of discipline specific training.
- To be a 4-H Shooting Sports leader/instructor, individuals must complete the volunteer selection process and meet the county requirements for their county MSU Extension offices.
- The workshop instructor reserves the right not to certify a 4-H leader if he or she feels the candidate will not be a competent instructor.
- 4-H Shooting Sports leaders must be committed to learning about and practicing 4-H philosophy and youth development objectives in addition to teaching youth and other adults about their shooting sports discipline.
- Instructor candidates must complete and submit the [Instructor Certification Application](#). Please fill out the application and return the completed form to your local county 4-H office. (Contact [Dale Elshoff](#), 4-H Shooting Sports Coordinator, for details.)

Certifications available at state conducted leader training sessions are:

- Rifle
- Muzzleloading
- Shotgun
- Archery I
- Archery II
- Wildlife and Hunting
- Reloading (Shotgun)
- Coordinator

Re-certification/Renewal

To keep up your certification as a Shooting Sports instructor you must teach or assist in teaching a class the county level every **two years**. If an instructor does not remain active, he or she will need to repeat the training at the State 4-H Shooting Sports Leader Training.

Renewing instructor candidates must complete and submit the [Instructor Recertification Application](#). Please fill out the application and return the completed form to your local county 4-H office. (Contact [Dale Elshoff](#), 4-H Shooting Sports Coordinator, for details.)

Partners, Sponsors and Other Supporters

Partners

Partners include:

- Organizations wanting to expand youth development through conservation education such as hunting and shooting sports
- Sportsman's clubs willing to share their space with local groups

Sponsors

We want to keep the 4-H Shooting Sports program accessible to all youth in Michigan. The following organizations have provided funding crucial to supporting youth shooting sports programs:

- [National Wild Turkey Federation](#)
- [Michigan Chapter of the NWTF](#)
- [The Federal Cartridge Company](#)
- [Michigan 4-H Foundation](#); 4-H Shooting Sports Endowment Fund
- [MSU Extension 4-H Youth Development](#)
- [MSU Dept. of Community, Agriculture, Recreation and Resources Studies](#)

Assistance from individuals or organizations is welcome and critical to our mission. If you would like to donate please contact the State 4-H Shooting Sports Coordinator, Dale Elshoff, or the [Michigan 4-H Youth Foundation](#).

Contact: Dale Elshoff, 4-H Shooting Sports Coordinator, Michigan State University, 160
Agriculture Hall, East Lansing, MI 48824-1039, USA
Phone: 517-432-7651 Email: elshoff@msu.edu

Back to the [Environmental & Outdoor Education](#) main page

Copyright © 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007 Michigan State University
Last Updated: May 17, 2007
Last Reviewed: May 17, 2007