



East Tennessee Field Representative Job Description

The Tennessee Wildlife Federations East Tennessee Field Representative position supports the Hunting and Fishing Academy functions of the Federation while promoting safe and ethical hunting and fishing practices. The East Tennessee Field Representative assists the Hunting and Fishing Academy manager with daily operations of the Hunting and Fishing Academy (the Academy).

Job Type: Full-time

Location: Cumberland Plateau, Ridge Valley, Smoky Mountains of Tennessee and travel as required for events and duties outside of East Tennessee

Reports to: Hunting and Fishing Academy Manager

Responsibilities: The East Tennessee Field Representative is responsible for managing the growth and expansion of the Academy program, and all aspects of its operations in East Tennessee.

Duties: The East Tennessee Field Representative is required to perform the following tasks:

- Ensure that East Tennessee Academy program events and offerings are conducted in a professional and safe manner, with an emphasis upon safety, ethics and industry best practices which delivers teaching and training of hunting and fishing skill sets
- Lead, develop, expand and manage all aspects of relationships with key program partners in East Tennessee
 - Identify, engage, recruit, and manage relationships with organizations who have prospective participants that may hold an interest in the Academy for the purpose of increasing participation in East Tennessee
 - Identify, engage, recruit, and manage landowners who are capable of providing locations for Academy program events
 - Identify, engage, recruit, and manage program participants and volunteers, to include Hunt Masters, event volunteers, landowners, participant families and individuals as needed
- Work with Federation senior staff and the Academy program manager to:
 - Develop annual East Tennessee Academy program budget to be reviewed with the Academy Manager
 - Develop annual Academy program goals and objectives to be reviewed with the Academy Manager
 - Monitor, manage, and control all program expenses needed to ensure a cost effective and efficient approach to program mission fulfillment
- Work with the Volunteer Manager to manage, recruit and retain Academy program volunteers
 - Assist with basic volunteer and Hunt Master training opportunities
 - Assist Hunt Masters to plan and set Academy events

- Incorporate newly trained Hunt Masters into area events, hunts, and training. Assist Hunt Masters with event posting and management. Provide personnel and equipment resources if needed
- Manage program equipment maintenance and acquisition as needed
- Work with Federation communications staff to promote and inform supporters and potential volunteers about the Hunting and Fishing Academy and its success
 - As needed, draft communication pieces for the Federation communications team to utilize in order to further the Academy and its objectives
 - Raise awareness and educate others of the Academy and its goals through public speaking opportunities
- Work with the Educational Content Manager to ensure all instructional methods adhere to proven teaching strategies
 - Outline learning objectives for all Academy offerings
 - Provide input on applicable educational content
 - Help curate and collect surveys from Academy participants
- Implement and ensure compliance with program metrics and measurements efforts, with a focus upon evaluating the Academy program outputs and outcomes
- Assist in the planning, preparation, and execution of the Davis P. Rice Memorial Youth Waterfowl Hunt, and other youth hunting/fishing events as needed
- Assist and work with the Federation development staff as needed
- Other duties as assigned

Key Qualifications: The successful candidate must believe in the core values of Tennessee Wildlife Federation and be driven by the mission. The candidate will have the following attributes and experience:

- Graduated from an accredited college or university with a Bachelor's Degree. Relevant work experience may be substituted for required education. Applicant needs to concisely substantiate their work experience as it relates to the East Tennessee Field Representative position
- Experience in hunting, fishing, shooting sports, camping, hiking, and other related sports and activities
- Ability to train or teach others
- Ability to manage programs and events
- Volunteer management experience
- Customer service/outreach experience
- Ability to work independently and in team settings
- Must possess the ability and skill to communicate efficiently and effectively with a wide range of people and audiences. This includes a strong ability to write, as well as and the ability to effectively speak to groups and the public
- Proficient in Microsoft Suite, Dropbox, ZOOM, Google Suite, and ability to learn other online platforms used by the Federation
- Ability to prioritize work and know when to consult with supervisor
- Attention to detail and professionalism in all written and oral communications
- Willingness to travel as needed
- Level 1 First Aid/CPR training

Personal Characteristics:

- Must have a passion for the Federation's mission
- Must possess and promote a spirit of hospitality

- Professional and friendly, able to handle the day-to-day ups and downs with efficiency and attention to detail
- Strong work ethic with ability to reject setbacks and enthusiastically persist until goals are achieved
- Resourceful and innovative at tackling challenges in a timely manner
- Results oriented team-player who leads by example, is accountable for their performance, takes absolute ownership, champions all aspects of administration, and applauds the success of fellow employees
- Approaches work from the Federation's point of view rather than personal

Performance Standards:

- Complete tasks accurately and in a timely manner
- Practices planning work on a weekly basis utilizing tasks and deadlines
- Communicate changes in schedule with the Hunting and Fishing Academy manager with adequate notice prior to changes occurring
- Keeps supervisor informed and up to date on all matters pertaining to their work
- Participates in all staff meetings and staff retreats
- Is attentive to and efficient with expenses
- Treats all superiors, peers, and subordinates with respect
- Follows all procedures and policies contained within the Federation's Employee Handbook
- Resolves challenges and/or conflicts with supervisor in a timely and professional manner

Physical Requirements & Work Environments:

- Lead outdoor programs for but not limited to one half day to full days and overnights
- Ability to perform physically challenging work outdoors
- Ability to work outdoors, including in summer heat and inclement weather for full days
- May be required to traverse rough terrains
- Ability to lift and carry 50 pounds for program events and implementation
- Ability to work beyond normal hours during inclement weather and emergency situations
- Ability to work flexible hours, including evenings and weekends
- Ability to sit, stoop, bend, climb and lift objects
- Ability to operate a safe mode of transportation for functions/events, transportation of supplies and meetings

Ethical Hunting Practices: Federation staff know and respect the game hunted, follow all related laws, familiarize themselves with wildlife in the area and behave accordingly. As an employee of the Federation, all employees are expected to follow all state and federal hunting and fishing guidelines and practice ethical and fair chase practices while executing or assisting with program events or in your personal outings afield.

Tennessee Wildlife Federation offers a competitive benefits package and is an equal opportunity employer committed to workplace diversity.