



Oregon Department of Fish & Wildlife

Volunteer Service Description

Title: Hunter Education Instructor

Description of Duties & Activities:

As a Certified Lead Hunter Education Instructor, you will create schedule, teach, and manage Hunter Education classes, mentor other volunteers and support Area Coordinators.

Class Support:

- Manage registration/check-in process.
- Greet, direct students and volunteers as needed.
- Help set up/tear down materials and equipment.
- Grade student exams.

Class Instruction:

- Instruct students on Hunter Education curriculum including field day
- Responsible for supervision of students and ODFW volunteers.
- Document and report student/class information.

Other:

- Report your volunteer hours.
- Review and approve volunteer instructor hours.
- Grade student exams.
- Represent ODFW at events such as Sports shows.
- Help maintain equipment and equipment inventory within the county.
- Attend and participate in ODFW Sponsored conference and regional conferences, trainings and classes.
- Haul state equipment or drive your personal vehicle as part of your volunteer service.

Physical Demands:

Walking, sitting, reaching, repetitive motion, kneeling, reaching out, bending, carrying. Inside/outside, all types of weather conditions, uneven ground. Classroom and field environment.

Preferred Knowledge and Skills:

Experience with:

- Safe use of lawful hunting weapons.

Knowledge of:

- Oregon hunting regulations, license requirements and on-line resources.
- Different learning styles.

Ability to:

- Understand and demonstrate safety protocols.

Skills:

- Effective Communication.

Equipment to be used:

Computers/electronic devices, projectors.

Restrictions:

Volunteer Hunter Education Instructors may not have one-on-one interactions with persons under 18 years of age.



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Volunteer Onboarding Details:

- [Conditions of Volunteer Service Form](#)
- [Code of Conduct Policy Review](#)
- [Use of Firearm Policy Review](#)
- [Discrimination/Harassment Training](#)
- [Defensive Driving Training](#)
- Fish & Wildlife Violation Check
- [Nationwide Fingerprint Based Background Check](#)
- Driving Record Check