



Wyoming Game and Fish Department Hunter Education Program

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Volunteer Hunter Education Instructor Position Description

Certified Volunteer Instructors teach students how each hunter should demonstrate safety, ethical behavior and responsibility to themselves, landowners, other hunters, and our natural resources. Read below to see if becoming a certified volunteer instructor is for you!

Types of Volunteer Instructors

- Hunter Education Instructor
- Assistant Hunter Education Instructor
- Junior Hunter Education Instructor (age 14-17)

- Bowhunter Education Instructor
- Assistant Bowhunter Education Instructor
- Junior Bowhunter Education Instructor (age 14-17)

Instructor Responsibilities

- Teach hunter education courses in teams of two or more instructors.
- Reserve a venue for all tentative dates of the course.
- Set up and manage the course registration through the Game and Fish Event Manager website.
- Create the course schedule (plan when each curriculum component will be taught) and coordinate teaching with other instructors.
- Teach required components of the hunter education or bowhunter education course to all ages.
- Administer firearm handling practical.
- Administer a 50-question test.
- Coordinate and executing logistics for a range day if instructors desire.
- Manage roster, and report final grades and scores for legal certifications.

Assistant Instructor Responsibilities:

- Help with venue logistics
- Help manage course registration through the WGFD Event Manager website
- Help with a classroom set up and clean up
- Help administer the firearm handling practical
- Help administer and grade the final exam
- Help submit final course report for legal records

Time Commitment

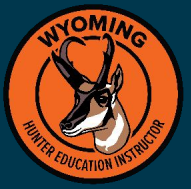
- Teach or assist with at least one 12-18 hour course every two years, at a minimum.
- Attend occasional meetings or training workshops hosted by WGFD Hunter Ed Program.

Benefits

- Positively influence the members of your community while passing on Wyoming's hunting heritage.
- Assist/mentor new hunters about firearm safety, responsibility, respect and ethics.
- FREE Subscription to *Wyoming Wildlife* magazine
- Earn awards based on hours and years of service volunteered
- Qualify for discount programs for merchandise through multiple retail companies



Becoming a Hunter Education Instructor



Eligibility Requirements

- Must be 14-17 years old for Junior Instructors.
- Must be at least 18 years old for all other Volunteer Instructors.
- Must complete the instructor application and pass a federal criminal background check as well as a wildlife crimes background check.
- Have a valid Hunter Education card (from WY or another state).
- Have experience in the use of firearms, hunting, and outdoor skills.
- Must have an email address and access to the internet.
- Must teach or assist in one hunter education class at least once every two years to maintain Instructor certification.

Certification Process

1. Access and complete the instructor application on the Wyoming Game and Fish Volunteer Portal. Scan the QR code or use web address below:



- <https://bit.ly/46jYChC>
 - Read through the instructor position descriptions and select the position you want to apply for by clicking “volunteer” next to the desired position.
 - If you do not already have an account with the Game and Fish Volunteer system, it will prompt you to create an account, and sign the Volunteer Service Agreement and Liability Release.
 - Once that is complete, click “apply now” - this will take you to a screen that contains the application and background check agreements.
 - Instructions for each component will appear. Note: You will need to download the instructor application, fill it out and upload it back into to the portal. You will also need to upload proof of your own hunter education into the system.
2. Complete and pass a federal criminal background check at no cost to you through a secure online form.
- Once you create a volunteer profile and submit your instructor application, you will be emailed a secure link to complete a background check. Please complete this in a timely manner.
 - A wildlife violation background check will also be completed.
3. If the applicant passes all background checks, they must complete the policy, protocol and curriculum training at a Hunter Education Instructor Training Workshop.
- New Hunter Education Instructor Training Workshops are offered in late winter and early spring.
 - Check the [WGFD Hunter Education](#) website for dates and locations and to register for a training workshop.
 - Travel may be required, but compensation will be provided.
4. Participate in at least one full hunter education class with an approved mentor instructor.
- Learn to submit paperwork for hunter education classes.
 - Lead at least one unit, completing a lesson plan and activity for the unit.
 - Mentoring instructors will complete and submit an evaluation of the trainee instructor.
 - Additional training is required to be certified to lead an Internet Completion Course.

If you have questions, please contact the Wyoming Hunter Education Coordinator at 307-777-4542 or email: wgfhuntered@wyo.gov