

JOB DESCRIPTION

Position: Archery Specialist

Desired Qualifications:

- Training and experience in archery
- Ability to teach archery to campers
- Ability to set up a range and to order equipment
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self control
- At least 19 years old or 18 with one year of college
- Current CPR and basic first aid certifications

Responsible To: Director, Assistant Director, and Program Director

Camp Goals: To provide a safe, non-competitive, largely team-oriented wilderness adventure program through which children can have fun, make friends, and build self confidence by tackling challenges and developing new skills.

General Responsibilities:

- To teach and help coordinate the camp's archery program, and help maintain standards that lead to a quality program
- To supervise campers, including enforcing safety regulations
- To identify and meet camper needs
- To carry out camp programs
- To fulfill other staff administrative roles

Specific Responsibilities:

- To assist in setting up archery area during staff training
- To assist in conducting daily check of equipment for safety, cleanliness, and good repair
- To assist in making (or filing for) equipment repairs
- To teach and monitor proper use of equipment and archery techniques
- To provide opportunities for campers to process and learn from their experience

- To assist in keeping records on all participants and to help them build confidence and gain skills
- To assist in conducting initial and end-of-season inventory, storing, and keeping equipment in good condition
- To assist in award recognition and participation certificates to campers, when earned
- To fulfill the specific responsibilities of General Counselor
- To assist in evaluating the current season and make recommendations for equipment, supplies, and the program for the following season
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions:

- Cognitive and communication abilities to plan and conduct group and individual activities to achieve camp goals
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to inspect the archery range and equipment for safety, cleanliness, and good repair, and to effect (or file for) repairs
- Possess strength and endurance required to maintain constant supervision of campers and to teach the archery program
- Ability to carry out all duties at an elevation of at least 6,200 feet
- Possess physical ability to string all of the camp's bows, notch, draw and release an arrow, to retrieve arrows, to pack and unpack all archery equipment, and to move about the camp
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, injury and rescue), and to communicate via radio and telephone to summon help