

Camp Wonderful

Job Description

Job Title: **Program Specialist: Archery**
Incumbent:
Classification: *Nonexempt (Seasonal)*
Reports to: *The position generally would report to the Program Director although in some camp operations this position may be part of an environmental or outdoor education department.*

Position Purpose:

To further the mission of the camp through the development and delivery of archery activities that are safe, fun, and appropriate to the campers' ages and abilities. Assist in the management to the physical operation of the archery and related equipment.

Essential Job Functions:

1. Develop and deliver an archery program that is appropriate for the age and ability of the campers.
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers and staff.
 - ♦ Deliver progressive archery activities.
 - ♦ Evaluate the success of the archery program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ♦ Assist in the implementation of staff training for archery.
 - ♦ Train other staff in their responsibilities at the archery range.
 - ♦ Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment for the archery program.
 - ♦ Maintain the archery equipment including bows, arrows, strings, and targets.
 - ♦ Ensure the security of the archery equipment and range when not in use and ensure range is off-limits to bystanders when in use.
 - ♦ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - ♦ Clean archery range daily, keeping it free of hazards and debris.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a Counselor with a camper group when not on duty at the archery range. Note should be made of the role of the maintenance staff in regard to this position and the care of the facility and equipment.

Equipment Used:

Identify the specific equipment and range for the activity.

Qualifications: (Minimum Qualifications and Experience)

- ♦ Current certification in archery instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in teaching archery to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of an archery position could be endurance including standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and other environmental conditions.