



Job Description

SACANDAGA

Program

Job Title: Program Specialist: Archery

Classification: Exempt (Seasonal)

Reports to: Assistant Director / Camp lore Coordinator

General Description: 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.

Qualifications:

1. Must be at least 18 years of age and completed one year of college.
2. Current certification in archery instruction or documented training and experience. 4-H Certification recommended
3. Training and experience in teaching archery to children.
4. Current, valid certification in ARC First Aid and CPR or equivalent. -Class may be offered during staff training
5. Previous experience supervising youth 8 to 16 years of age.
6. Desire and ability to live & work with children outdoors for extended periods of time.
7. Ability to accept supervision and guidance.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.

Responsibilities:

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

Other Job Duties:

- Be a role model to campers and staff in your attitude and behavior.
- Follow and uphold all safety and security rules and procedures.

- Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
- Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.
- Contribute to verbal and written evaluations and communication as requested.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- Be flexible and willing to change routine. Work assignments may be reassigned & duties may be assigned as necessary.
- Be willing to cooperate with Campfire Council members, volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- Turn in all assigned paperwork, thoroughly complete and on time.
- Manage personal time off in accordance with camp policy.
- Consistently and completely perform responsibilities of the position in an independent manner.
- When requested by the Director, perform tasks required for the successful operation of the camp.
- Inform the Director of problems or unusual activities that pertain to camp.
- Assist in conducting initial and end of season camp-wide cleaning, inventory and storage.
- At end of season, evaluate current season and make recommendation for following season.

Physical Aspects of the Job:

- 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.
- Physical endurance for prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs
- Ability to lift up to 50 lbs
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Operate with daily exposure to the sun and heat and other environmental conditions.

Supervision

This person is under the direct supervision of the Assistant Director for activities pertaining to the general operation of Camp. During activity periods, this person is under the supervision of the Camp Lore Coordinator in their assigned area.