



United Boys and Girls Clubs Santa Barbara County



Position Description

POSITION TITLE: Archery Specialist
REPORTS TO: Program Director or Summer Camp Director
FLSA STATUS: Non-Exempt
FULL/PART TIME: Full-Time
REGULAR/TEMP: Temporary
PREPARED DATE: March 2011

POSITION SUMMARY:

Supervises archery range, maintains and inspects range & equipment. Also plans, develops, and implements the archery program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Works cooperatively with program director and counselors as a resource person & instructor for archery activities.
- Plans and conducts a safe program of archery best suited to the age and abilities of the campers.
- Provide in-service training for staff, including pre-camp training.
- Assists where assigned during the week.
- Guide cabin or unit groups and individual campers in participating successfully in all aspects of camp activities.
- Maintains archery equipment and range in proper working order; maintains accurate inventories and arranges for repair/replacement of supplies in a timely manner.
- Write final report, including: Inventory & recommendations for next year including program, equipment and supplies.
- Assist in coordinating specialization with other camp activities and plans.
- Attend and actively participate in weekly staff meetings/in-services.
- Keep records on participant's progress; help them progress from beginner to advanced levels.
- Assist in packing materials and supplies for following season.
- Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.
- Manage personal time off in accordance to camp policy.
- Maintain good public relations with campers' parents.
- Encourage respect for personal property, camp equipment, and facilities.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Minimum Level 1 Archery Certification.
- Minimum age 18
- Current First Aid & CPR certification
- Responsibility, accountability, flexibility.

- Ability to observe participant behavior assesses its appropriateness, enforces appropriate safety regulations and emergency procedures, and applies appropriate behavior management techniques.
- Proficiency and experience in archery program, instruction & safety.
- Ability to communicate and work with groups participating (of various age & skill level), and provide necessary instruction to campers.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program.
- Ability to perform job responsibilities during daylight and nighttime hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The archery specialist works primarily outdoors, often hiking to the archery ranges. Archery specialists are required to live on-site and be on-call 24 hours a day. Each staff member has at most two days off between sessions.

PHYSICAL DEMANDS

Camp activities include hiking, overnight campouts, active games, archery, swimming, etc and counselors must be physically able to participate in these activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift and carry 60 pounds for 200 yards over hiking trails.

Ability to perform job responsibilities during daylight and nighttime hours.

Repetitive motions of hand/wrists

Walking

Standing

Climbing stairs

Hiking on uneven terrain and up/down hills

Ability to communicate effectively in English, orally and written.

As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.

I have read, understand, and agree to the above job description.

Signature _____ Date ____ / ____ / ____