



Job Title: Archery Coordinator (*Program Staff*)

Classification: Nonexempt (*Seasonal*)

Position Purpose: To maintain and oversee the archery range during all activities. Deliver archery activities that are fun, safe, and appropriate to the campers' age and abilities. Assist in the management of the physical operation of the archery and related equipment. The Archery Coordinator will be assigned to serve as a cabin counselor.

Essential Job Functions:

1. Develop and deliver an archery program that is appropriate for the age and ability of the campers.
 - a. Plan activities 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 a 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:

1. Participate enthusiastically in all camp activities and assist the Program Director when needed.
2. Model a positive attitude and Christ centered life to the staff, volunteers, and CITs.
3. Additional duties as assigned.

Physical Aspects of the Position:

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.



5. 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.
6. Physical endurance in standing and bending.
7. Hand-eye coordination and manual dexterity to manipulate equipment.
8. Normal range of hearing and eyesight to record, prepare, and communicate appropriate camper programs.

Must be willing to live in a camp setting and work irregular hours delivering programs in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.

The Archery Coordinator will serve as a member of program staff and as a cabin counselor.