

Kingston's Camp

Job Description

Job Title: **Activities Counselor - Archery**
Reports to: Camp Director, Program Director
Classification: Seasonal, at will employee

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 of the physical operation of the archery and related equipment. The archery program is typically offered daily in the morning to campers 8 and up, and sometimes as an afternoon activity. When not actively offering the Archery Program, the Archery Counselor will be a supportive counselor to the greater camp community at large and may be asked to run alternate activities based on the need at that time.

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 checks 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 during periods where archery is not being led.
- ◇ Run activities other than archery as needed such as field games or quiet activities.
- ◇ Provide supervision and support of campers during activities such as lunch or free swim.
- ◇ Assist in the planning and attendance of any special events including evening.
- ◇ Supervise and delegate age and skill appropriate tasks to CITs

Relationships:

The Archery Counselor will be responsible for their own morning daily programming, but will collaborate with the other activity counselors during special events such as all camp activities and support the other activity counselors when Archery is not in session. The Archery Counselor will be in contact with and report to the Program Director or Camp Director with any concerns about the facility, their equipment, the archery program, or any general camp related issues. The Archery Counselor will have clear and consistent communication with the Junior Counselors to facilitate groupings and daily rotations of campers.

Equipment Used:

Safety tip arrows

Traditional and Recurve Bows (compound bows not used)

Archery target and stand

Visual boundaries and signage for safety

Closed toed shoes during archery instruction

Record binder for activity lessons and camper skill verification

Qualifications: *(Minimum Qualifications and Experience)*

- ◇ Current certification in archery instruction or documented training and experience.
- ◇ Current certification in first aid and CPR.
- ◇ Previous experience working with children and/or camps encouraged.

Knowledge, Skills, and Abilities:

- ◇ Training and experience in teaching archery to children.
- ◇ Desire and ability to work with children outdoors in varied conditions.
- ◇ Flexibility to change programming and job tasks due to factors such as activity interest, weather, and need of support in other areas of the camp.
- ◇ Good communication and teamwork with coworkers and camp leadership.
- ◇ Positive role model for campers and other staff members.

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.
- ◇ Physical endurance including standing, bending, stooping, and stretching.
- ◇ Adequate eye-hand coordination and manual dexterity to manipulate equipment.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Operate with daily exposure to the sun and heat and other environmental conditions.
- ◇ Written skills to be able to manage Archery Records