

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	Pendola Center
POSITION:	Summer Camp Archery Instructor
CATEGORY:	NON EXEMPT
Schedule:	Seasonal June thru August

SUPERVISOR: Pendola Center Director or Coordinator

JOB DESCRIPTION: Provide an archery experience for all campers that allows for a successful experience for each individual.

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with campers and provide necessary instruction to campers.
2. Ability to observe camp behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
4. Possess strength and endurance required to maintain constant 24 hour supervision of campers.
5. Ability to hike 5 miles of uneven terrain.
6. Ability to make quick decisions and respond appropriately.

MINIMUM QUALIFICATIONS:

1. To teach and coordinate the archery program, providing activities that lead to a quality camp program.
 - a. Coordinate the archery program with other camp activities.
 - b. Create weekly plans that will foster campers skills, appropriate to age and ability.
 - c. Conduct daily checks of equipment and the range for safety, and good repair.
 - d. Provide a safe environment by following the established Operating Procedures for archery and that follows established guidelines for a safe range
 - e. Orient staff during pre-camp training in skills that they will assist with throughout the summer, completing skill verifications as required.
 - f. Assess camper progress. Assist campers to progress to a more advanced levels.
 - g. Submit campers names for recognition at the closing campfire.
 - h. Conduct an end of the season inventory, storing and keeping equipment in good condition.
 - i. Evaluate current season and make suggestions for the following season.

MINIMUM QUALIFICATIONS CONTINUED:

2. To fulfill other staff administrative roles
 - a. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
 - b. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
 - c. Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
 - d. Manage personal time off in accordance with camp policy.
 - e. Maintain good public relations with campers, parents and visiting public.
 - f. As a part of the program team, plan and carry out all camp activities, evening activities, Party Day, campfires and afternoon scheduling.
 - g. Carry out/assist in leading additional activities as requested.
 - h. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Education: Lifeguard, First Aid and C.P.R. for the Professional Rescuer Certification, (Wilderness First Aid desired) College student or equivalent, or at least 18 years of age and a high school graduate.

Experience: Training or experience in archery skill and instruction.

Skills / Knowledge: Desire and ability to work with children outdoors
Ability to live and work in a team context
Good character, integrity, and adaptability
Enthusiasm, sense of humor, patience, and self-control and self motivation.