

Job Title:	Archery Director	Property:	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Program	Salary Level:	Based upon current salary chart
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Program Director & Shooting Sports Director	Certifications Req:	Yes
Will Certify Applicant?:	Yes	Driving Required?	No

Job Summary

Ensure campers receive a safe and quality archery program. Instruct campers in the safe and proper use of archery equipment. Work to help campers achieve archery related merit badges, patches/pins and other awards and advancement. Assist in running activities and camp-wide programs.

Job Description

ROLE AND RESPONSIBILITIES

- Follow BSA Archery and USA Archery standards and regulations.
- Direct the daily setup, take down and operation of the Archery range. Maintain cleanliness of the Archery range and immediate surrounding area.
- Ensure archery equipment is properly stored and cared for.
- Enforce strict discipline and safety at the Archery range with campers, adults and staff.
- Facilitate open range time.
- Instruct the Archery merit badge and Cub Scout Shooting Sports awards and pins. Guide campers in the successful completion of these awards.
- Maintain paperwork and ensure accuracy and completion on time.
- Train, supervise and evaluate direct report staff.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Assist with meal service including setup, serving and clean-up.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- USA Archery Instructor (Provided)
- More training may be required as determined by Camp Management

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have reliable transportation to and from the work site at assigned days and times in an area without public transportation or ride-share service.
- Must have a minimum of one year or season experience in instructing archery.

DIRECTLY SUPERVISES

- Archery Counselor(s)

ADDITIONAL NOTES

- None