

CAMP ARCHERY SPECIALIST POSITION DESCRIPTION

Position Title: Archery Specialist
Personnel Code: Camp Staff

Dept No: 623000
Status: Non-Exempt

Department: Camp
Supervisor: Director JCC Camps

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Camp Goals: The Jewish Community Center of Greater Columbus Day Camp provides children with a variety of experiences and activities to enhance their Jewish identity, create fun and adventure, develop an appreciation and understanding for the outdoors and develop each camper as an individual and as a member of a group.

Position Summary: Working with the Camp Hoover Director, coordinate the camp's archery program, teach archery while consistently maintaining standards that lead to a quality program. Serve as a Senior Counselor when not supervising archery activities (Separate job description).

Supervised by the JCC Camp Directors and/or Camp Director

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** Documented training and experience in archery, GED/High School Diploma or at least 18 years of age
2. **Experience - Minimum Required or Preferred:** Prior experience teaching archery, setting up a range, ordering and repairing archery equipment, organizing, selecting and coaching an archery team required current first aid and CPR certifications preferred.
3. **Special Skills:** Ability to teach archery to campers of all ages; desire and ability to work with children outdoors; ability to relate to one's peer group, ability to accept guidance and supervision; good character, integrity and adaptability; enthusiasm, sense of humor, patience and self-control.

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4. **Requirements:** Must be at least 18 years or older (or 17 with a GED or High School Diploma). Adult and Child CPR/AED certifications (provided during training). Must be available to work Mondays – Fridays, 8:00am – 4:00pm. Must pass criminal background check. Must be able to attend mandatory staff training June 7th – June 10th and June 12th, priority given to staff available for entire duration of camp which runs from June 13th through August 5th. Opportunity to work post camp week (August 8 – August 12).

Essential Functions:

- Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Physical strength and ability to be actively involved in activities of instruction.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid.
- Cognitive and communication abilities to plan and conduct the activity to achieve camper development.
- Strength and endurance required to maintain constant supervision of campers.
- Ability to assist campers in emergency (fire, evacuation, illness, or injury).

Duties and Responsibilities:

- Set up the archery area and program for campers during staff orientation.
- Assist in coordinating specialization with other camp activities and plans.
- Assist in conducting daily check of equipment in program area for safety, cleanliness, and good repair.
- Ensure the daily proper and safe storage of all archery equipment.
- Conduct initial and end of season inventory, storing, and keeping equipment in good condition.
- Write lesson plans that will foster the participants' archery skills.
- Participate in weekly staff meetings.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Submit requests for orders for equipment and/or supplies to Camp Hoover Director when needed, ensuring timely arrival of materials.
- Teach and monitor proper use of equipment.
- Ensure the health and safety of all campers and staff, provide supervision at all times when archery equipment is in use, educate campers and staff on proper safety protocols and procedures.
- Implement all ACA rules and guidelines for Archery activities.
- Assist in packing all materials and supplies at end of season. Serve as a counselor and/or work with campers in all camp activities when needed.
 - Learn the likes/dislikes of each participant.
 - Recognize and respond to opportunities for problem solving in the group.
 - Develop opportunities for interaction between campers and staff.
 - Provide opportunities for the group so that each individual experiences success during camp.

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- Provide opportunities for discussion of individual or group problems or concerns.
- Help each participant meet the goals established by the camp for camper development.
- Guide group and individual campers in participating successfully in all aspects of camp activities.
- Carry out established roles for supervising camper health.
- Carry out established roles in enforcing camp safety regulations; constant regard for campers' overall safety.
- Supervise all assigned aspects of the campers' day.
- Instruct campers in emergency procedures.
- Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores and sportsmanship.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- Encourage respect for personal property, camp equipment, and facilities.
- Maintain good public relations with campers' parents and JCC staff.
- Participate in and help in the planning of special events at camp (i.e. Shabbat etc.).
- Maintain a daily log area including updating lessons and incidents involving campers, staff, equipment and facilities.
- Evaluate current season and make suggestions for following season.
 - Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
 - Encourage respect for personal property, camp equipment, and facilities.
 - Maintain good public relations with campers' parents.
 - Submit all required reports on time.
 - Punch in and out daily using the Paycom app and approve your timecards on Paycom by close of business every Friday.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Acknowledgement:

Employee Name Printed

Employee Signature

Date