

# YMCA Camp Bernie

## Summer Camp Job Description



**Job Title:** Archery & Challenge Instructor

**Reports To:** Program Coordinator and Leadership Team

**Position Purpose:** Archery & Challenge Instructors further the mission of YMCA Camp Bernie through the development and delivery of Archery and Challenge activities that are safe, fun, and appropriate to the campers' ages and abilities. Assist in the management to the physical operation of the Archery and Challenge facilities and equipment.

### **Essential Job Functions:**

**1:** Ensure that campers and staff know and follow safety and educational procedures in Archery and Challenge programming.

- a. Assist in the implementation of staff training in Archery and Challenge activities. Instruct other staff members in their responsibilities in the Archery and Challenge program areas.
- b. Ensure campers and staff members follow all safety protocols in Archery and Challenge.

**2:** Lead instruction in Archery and Challenge activities.

- a. Deliver fun and creative Adventure and Challenge program activities that are stand-alone classes or progressive courses.
- b. Work with the Program Coordinator to develop lesson plans that meet camp outcomes and match the ability level of campers.
- c. Evaluate the success of the camp programs, in partnership with the Program Coordinator, to ensure the development of camper abilities and skills.
- d. Expand the camp's activities with new games and challenge activities, and develop new processing and debriefing tools.

**3:** Assist in the management and care of the physical facilities and equipment in the Archery and Challenge program areas.

- a. Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
- b. Clean Archery and Challenge areas daily, keeping them free of hazards and debris.
- c. Maintain the Archery and Challenge elements and equipment, including bows, arrows, strings, and targets as well as ropes, harnesses, helmets, carabiners, belay devices etc.

- d. Ensure the security of the Archery range and Challenge elements and equipment when not in use, and ensure program area is off-limits to bystanders when in use.
- e. Oversee and ensure all necessary written documentation for use, care and maintenance of program equipment as mandated by the American Camp Association.

**Other Job Duties:**

- a. Contribute to verbal and written evaluations and communications as requested by the Leadership Team.
- b. Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- c. Participate as a member of the staff team to deliver and supervise evening programs, special events, overnights, and other all camp activities and camp functions.
- d. Any and all other added responsibilities as requested by Administrative Staff.

**Qualifications:**

- a. Must be at least 18 years of age.
- b. Must carry current certifications in CPR and First Aid.
- c. Must have experience in climbing and archery. ACCT and/or USA Archery certifications preferred.
- d. Must have the ability to lead activities, be a group leader, and be flexible.

**Physical Aspects of the Job:**

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

**Note:**

*Some physical requirements of an adventure challenge position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.*