



YMCA CAMP CONISTON
PROGRAM AREA DIRECTOR-ARCHERY
JOB DESCRIPTION

Overview:

- This role requires confidence in your own archery skills and the ability to teach them to campers and staff.
- The Archery Director reports to the Summer Directors.

Objectives:

- To develop and direct a fun and safe archery program for both beginners and more advanced archers, using the guidelines and ratings suggested by the Camp Archery Association.

Responsibilities:

- Help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- Ensure that staff members do not take the same days off, but when absolutely necessary, that these days off don't create safety or supervision concerns in the program area.
- Supervise the staff and see that each staff member actively participates in leading and teaching campers.
- Maintain strict safety rules on the archery range at all times, and ensure that all other archery staff is doing the same.
- Maintain a safe and clean program area.
- Teach proper handling of bows and arrows prior to any shooting.
- Creatively teach archery games to make skill learning interesting and fun.
- Make sure that campers are active for the whole period, not just waiting around for their line to be called. Activities that teach archery skills while they are waiting are ideal, but activities that encourage interaction among campers and staff are also good.
- Lock bows and arrows in the archery shed at the end of each day and whenever the range is unattended.
- Make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

(Over)

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.

Things to know:

- Always be sure that your archery boundaries are clearly marked so no campers, staff, or community members can unknowingly enter into the shooting range.
- Be sure to collect all arrows from the wooded area so dangerous equipment is not left behind.
- We strive to continually improve – so bring ideas and maintenance needs to the Program Office/Main Office!