



ARCHERY DIRECTOR Position Description

POSITION CONCEPT

The Archery Director supervises the Archery program, which includes supervision of an outdoor archery range. The Archery Director reports to the Shooting Sports Director, and usually lives on-site at Camp Geronimo during camp. If the Archery Director serves concurrently as the Shooting Sports Director, then he or she will report to the Program Director.

PRINCIPLE RESPONSIBILITIES

- Exemplify the Scout Oath and Law. Support Boy Scouts of America (BSA) policies and the Aims and Methods of Scouting. Strive to provide a program that is exciting, dynamic and appealing to today's youth; that meets the needs of the youth and the units attending camp; and that is fun and safe.
- Attend monthly pre-camp planning sessions.
- Assist Shooting Sports Director or Program Director in hiring area staff. Attend staff hiring weekend in March. In conjunction with Shooting Sports Director and Program Director, perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist Shooting Sports Director and Program Director in staff training. Attend pre-camp staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Supervise and coordinate operation of Archery program. Familiar with requirements of Archery merit badge, belt loops, pins, awards, activities or recognitions offered in program. Directly instruct participants and/or supervise staff instructors.
- Maintain a clean, safe and efficient program area. Adhere to any required BSA or other area-specific safety standards. Specifically, Familiar with and adhere to Archery-applicable sections of these publications: BSA "National Camp Standards", "BSA National Shooting Sports Manual", No. 30931, and the "Camp Program and Property Management", No. 20-920B, Section VI.
- Immediately remove any participant from the archery range if they do not follow safety rules or regulations.
- Track and maintain scout merit badge (or other recognition) information using computerized (and paper backup) record-keeping practices. Input individual scout merit badge (or other recognition) information into database (daily or weekly). Ensure that weekly merit badge (or other recognition) information is provided to Program Director each Friday.

- Ensure control and security of archery equipment and program materials. Ensure that equipment is maintained properly. Maintain current and accurate inventories of program materials, supplies and equipment. Specifically, keep all required equipment logs up-to-date. Coordinate ordering of necessary supplies and materials with Shooting Sports Director or Program Director. Create and/or maintain a maintenance and replacement schedule for all major equipment.
- Support and participate in camp wide programs, as required.
- Other duties as assigned by Shooting Sports Director, Program Director or Camp Director.

Daily Operations

- Make sure each program is presented on time with all materials on hand, ready to go.
- Develop and maintain a program that imparts useful knowledge, that supports the aims and objectives of the Boy Scouts of America, and that is fun, challenging and safe.
- Impress upon all participants that they are only learning some of the basics, and should never attempt activities without experienced, trained supervision and proper safety equipment.
- Strive to be sure that there are plenty of interesting program activities so that campers do not have to stand around waiting.
- See that the program area is always clean and efficient.
- Inspect program materials frequently and keep your Camp Director informed of any supplies needed.
- Ensure a safe and adventurous experience, while fulfilling the requirements of the Merit Badge.

END OF SEASON

- Update the Camp Geronimo Program Area Standard Operating Procedures to reflect current program usage and lessons learned
- Ensure all equipment is inventoried and stored properly
- Ensure the Gear Records and Maintenance Logs area up to date
- Write suggested changes, updates, opportunities, and program adjustments for the upcoming year.

ADDITIONAL QUALIFICATIONS

Required (must be met prior to the start of summer camp)

- Be at least 18 years of age.
- Be a registered member of the Boy Scouts of America.
- Possess a valid certificate of training received from a qualified BSA National Camping School Shooting Sports Director or from a National Archery Association. This certificate must be renewed every two years.
- Certified in American Red Cross CPR/AED, or Council-approved equivalent.

- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Familiar with MS Word and Excel and/or use of computer databases.

Preferred

- Possess a valid certificate of training from the Shooting Sports section of BSA National Camping School, or be certified as a National Archery Association instructor.
- Instructional experience.
- Knowledge of, or experience in, Archery merit badge; or other BSA-related shooting sports-related merit badge requirements.
- Prior BSA experience, residential or day camp experience, leadership/management of youth and young adults.