



## **Position: Head of Archery**

### **PRE-REQUISITES:**

- Age Requirement 21+
- Certification Requirements: CPR, First Aid and National Archery Association, Level 1 certification\*
- Ability to commit to contract dates to be determined but may include Leadership Training, Orientation and 7- Week camp season, Week @ Arcadia and Family Camp
- Contract dates may also include Early Crew and Closing Work Crew as determined.
- Experience with Archery is required with preference given to candidates with teaching experience
- Must be self-motivated as this is a single instructor activity
- Experience with repairing bows and arrows is preferred
- Hard-working, flexible, organized, and patient

\* Offered in June

### **JOB DESCRIPTION:**

#### **Essential Job Functions**

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers,
- Live and eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

#### **Head of Archery**

- Manages and runs all aspects of the activity
- Teaches beginner through advanced Archery skills to campers aged 7-17 years old. Occasionally there may be responsibility to teach younger children. Please see Levels for the skills that will be taught.
- Teaching ratio is 1:6 campers.

#### **Lodge Counselor (female)**

- Lives in a cabin with 1-2 other counselors and is responsible for campers.
- Plans, participates and interacts with campers in a variety of activities in the cabin
- Participate in unit activities and unit duties

#### **Non-Lodge Counselor (Male) (see attached for more details)**

- Do not live with campers



- Have additional responsibilities and duties around Camp

### **ACTIVITY RESPONSIBILITIES:**

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Archery
- Record daily camper attendance
- Manage 4 one hour activity periods per day (Monday through Sat) where lessons will be taught to campers
- Must be a self-starter as this is a single counselor department
- Organize Archery demonstrations for Parent Visiting Weekend in July
- Plan events on and off Camp grounds which relate to your activity (i.e Archery Tournaments)
- Complete a final written Activity report and any other paperwork as required

### **STAFF TRAINING:**

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings and utilize this information while running your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures, and evaluate all aspects of your department.

### **COMPENSATION PACKAGE:**

Our compensation package is based on education, experience and length of contract. It includes:

- Cash salary for the number of weeks you are contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract