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**Fessenden Day Camp**  
**Archery Specialist Job Description\***

Instructor leads and actively engages in a safe, organized, meaningful, enriching, and fun archery program for campers ages 6-13. The program should focus on safety, skills for archery and for life, and having fun. Candidate must be available to work the full eight-week season and to attend staff training dates the week before camp starts. Additional working weeks in June and August can be contracted. This is a seasonal position.

**Qualifications and Skills**

- Archery training/certification (USAA/NFAA Instructor) and/or experience in archery and leading archery.
- Demonstrated experience working with and leading children preferably in archery.
- Desire and ability to supervise, lead, and positively manage campers and work with other staff in a cooperative, team-oriented camp atmosphere.
- Knowledge and skills in archery and the ability to teach these skills to campers of all ages and staff in a safe, inclusive, creative, and fun way.
- Strong communication skills.
- Possess excellent character, integrity, adaptability, patience, self-control, enthusiasm, and a sense of humor.
- Must be 19 years of age or older. Prefer 21 years of age or older.
- Pass a MA State run background check including a CORI and SORI.
- Proof of Covid-19 Vaccination required

**Responsibilities:**

- Formulate, plan, and lead safe, age appropriate, and enriching activities in archery and related activities.
- Uphold all policies and philosophies of the Fessenden Day Camp.
- Follow and uphold all state and local health and safety regulations and guidelines and those set by the Camp.
- Teach staff their responsibilities in your activity area during staff training and throughout season.
- Teach and guide campers, CITs, and coworkers in participating safely, successfully, and appropriately in all aspects of activity, including proper use of equipment.
- Set a good example for campers and coworkers in all areas, including but not limited to health and safety, accountability, fairness, organization, punctuality, following the rules, and teamwork.
- Conduct initial, in-season, and end-of-season inventories, assuring appropriate supplies for activity and storage of the supplies.
- Conduct regular cleaning and check of specialty area and equipment according to health and safety protocols.
- Participate in and assist in running camp events and initiatives.
- Meet/communicate regularly with direct supervisor regarding concerns, updates, challenges, and successes.
- Communicate with parents about their child when necessary and appropriate.
- Perform other duties as assigned by supervisor and Director.

**Job Requirements**

- Available 8:30am-4:00pm, Monday – Friday for the entire camp season and to attend all staff training sessions before and during camp season. There will also be at least two days during the camp season you will be required to stay late for special events.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate health and safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Some high activity which may include dancing, running, swimming, jumping, and playing sports and games.
- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.
- Be able to lead and fully participate in archery and related activities.
- Possess the visual and auditory ability to identify and respond to environmental and other hazards related to camp activity.

\*Subject to be amended at any time.

