



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

POSITION DETAILS

Position Title:	Archery Program Coordinator
Reports to:	Program Supervisor
Functional Area:	Program Team
Employment Status:	Seasonal, Non-exempt

POSITION PURPOSE

To further the mission of Bearskin Meadow Camp through the development and delivery of archery activities that are safe, fun, and appropriate to participants' ages and abilities.

KEY RESPONSIBILITIES

- Develop and deliver an archery program that is appropriate for the ages and abilities of participants.
 - Write lesson plans that meet camp outcomes and the abilities of the participants.
 - Evaluate abilities of campers, staff, and volunteers.
 - Deliver progressive archery activities.
 - Evaluate the success of the archery program and make adjustments to curriculum as necessary.
- Ensure that camp staff, volunteers, campers and participants know and follow safety and educational procedures.
 - Assist in the implementation of staff training for archery.
 - Train other staff in their responsibilities at the archery range.
 - Ensure that participants are aware of safety procedures while visiting the archery range.
 - Ensure that all persons follow safety procedures.
- Assist in the management and care of the physical facilities and equipment for the archery program.
 - Maintain the archery equipment including bows, arrows, strings, and targets.
 - Ensure the security of the archery equipment and range when not in use and ensure that range is off-limits to bystanders when in use.
 - Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - Clean archery range daily to keep it free of hazards and debris.
- Participate enthusiastically in all camp activities; plan and lead those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Assisting with deck counseling duties including midnight checking and sleep-in.
- The Archery Program Coordinator is expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

EQUIPMENT USED

- The Archery Coordinator may be asked to use specific equipment while on or off camp. These include but are not limited to:
 - Bows
 - Arrows
 - Benches
 - Targets
 - Whistle
 - Saw
 - Hammer
 - Diabetes related equipment

STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

ESSENTIAL QUALIFICATIONS

- Current certification in archery instruction or documented training and experience.
- Current certification in first aid/AED and infant, child & adult CPR.
- Previous experience in residential camping, day camping and/or archery facility
- Prior experience in the development and delivery of archery programs.

DESIRED QUALIFICATIONS

- Training and experience in teaching archery to children, teens and adults.
- Desire and ability to work with participants of all ages outdoors in varied conditions

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

COMPENSATION

STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

TO APPLY

Visit the DYF website at www.dyf.org to submit an application online. Please direct any questions about this position to info@dyf.org

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.