

**TOWN OF MERRIMACK, NH  
PARKS & RECREATION  
ARCHERY INSTRUCTOR**

**JOB TITLE:**

ARCHERY INSTRUCTOR

**JOB SUMMARY:**

To lead Summer archery program at Naticook Day Camp, while maintaining high standards that lead to a quality program.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Day Camp Director

**EXAMPLES OF DUTIES:**

The Archery Instructor is responsible for teaching/ leading quality archery & sports programs

- Develop, plan & lead archery & sports activities for children between the ages of 5 – 14 which will foster participant's skills & abilities.
- Setup Archery Range on a daily basis.
- Review safety rules with campers
- Team and monitor proper use of equipment
- During staff training, assist in teaching responsibilities associated with archery & sports activities.
- Conduct daily check of facilities and equipment in program area for safety, cleanliness and good repair
- Be a Positive Role model to all campers and staff
- Participate in staff meetings
- Offer good suggestions when needed or requested
- Assist in conducting initial and end-of-season inventory
- storing and keeping equipment in good condition
- Assist in packing materials and supplies for following season
- Evaluate current season and make suggestions for following season
- Other duties may be assigned as required.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

- Training and experience in archery (documented)
- Ability to teach archery to campers of all ages
- Ability to set up a range, order, and repair equipment
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control

**MINIMUM QUALIFICATIONS REQUIRED:**

High School graduate or equivalent, or at least 18 years of age  
Certification as a Level 1 Archery Instructor or equivalent

**WORKING CONDITIONS:**

Position works outdoors on a daily basis

**COGNITIVE & SENSORY REQUIREMENTS:**

Talking: Necessary for effect communicating with others.  
Hearing: Necessary for effective communications with others.  
Sight: Necessary for performing the job effectively and correctly.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Sit 12345678

Stand 12345678

Walk 12345678

**ENVIRONMENT:**

Inside: 10% Outside: 90%

**EQUIPMENT USED:**

Instructor is responsible for safety using archery equipment and related safety gear including finger tabs & arm guards.

**HAND MANIPULATION:**

Grasping: frequently  
Handling: frequently  
Torquing: occasionally  
Fingering: frequently

**LICENSURE/CERTIFICATION REQUIREMENTS:**

Level 1 Archery Instructor or related certification  
Standard First Aid & CPR Certification or willing to obtain upon hire

**OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS:**

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.

- ( ) 3. 30-90 days.
- ( ) 4. 91-180 days
- ( ) 5. 181 days to 1 year.
- ( ) 6. 1 to 2 years.
- ( ) 7. 2 to 4 years.
- ( ) 8. 4-10 years
- ( ) 9. Over 10 years.

**PHYSICAL ACTIVITY REQUIREMENTS:**

Activity abilities required to safely perform the Archery Instructor function.

**PRIMARY PHYSICAL REQUIREMENTS:**

LIFT up to 10 lbs.: frequently required  
LIFT 11 to 25 lbs.: frequently required  
| LIFT 26 to 50 lbs.: occasionally required  
LIFT over 50 lbs.: seldom required

CARRY up to 10 lbs.: frequently required  
CARRY 11 to 25 lbs.: frequently required  
CARRY 26 to 50 lbs.: occasionally required  
CARRY over 50 lbs.: seldom required

REACH above shoulder height: seldom required  
REACH at shoulder height: frequently required  
REACH below shoulder height: frequently required

PUSH/PULL: seldom required

**OTHER PHYSICAL CONSIDERATIONS:**

Twisting: required  
Bending: required  
Crawling: not required  
Squatting required  
Kneeling: required  
| Crouching: ~~not~~ required  
Climbing: not required  
Balancing: seldom required

**WORK SURFACE(S):**

Outdoors on grassy field