**TOWN OF MERRIMACK, NH**

**PARKS & RECREATION**

**ACTIVITY SPECIALIST - ARCHERY**

**JOB TITLE:**

ACTIVITY SPECIALIST - ARCHERY

**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 7 – 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
* Keep and maintain all archery equipment in safe operating condition
* 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 16 years of age

Certification as a Level 1 (or higher) Archery Instructor from USA Archery 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 **1**2345678

Stand 1234567**8**

Walk 12345**6**78

**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:**

(X) 1. Short demonstration only.

( ) 2. Any beyond short demonstration up to and including 30 days.

(  ) 3. 30-90 days.

(  ) 4. 91-l80 days

(  ) 5. 181 days to 1 year.

(  ) 6. l to2 years.

(  ) 7. 2 to 4 years.

(  ) 8. 4-l0 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 to25 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: required

Climbing: not required

Balancing: seldom required

**WORK SURFACE(S):**

Outdoors on grassy field