

**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 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:

(X) 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: required
Climbing: not required
Balancing: seldom required

WORK SURFACE(S):

Outdoors on grassy field