

**YWCA Northern New Jersey  
Job Description**

**Job Title:** Camp Program Specialist – Archery  
**Supervisor’s Title:** Camp Director  
**Department:** Youth Services

**To Be Completed by Human Resources**  
  
**Job Code:** Seasonal  
**Grade:**  
**FLSA Status:** Non-exempt

**Job Summary**

To further the mission of the camp through the development and delivery of archery activities that are safe, fun, and appropriate to the campers’ age and abilities. Assist in the management of the sports and fitness cabin and related equipment and supplies.

**Key Responsibilities**

*This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.*

- Develop and deliver an archery program that is appropriate for the age and ability of the campers.
  - Write lesson plans that meet camp outcomes and the abilities of the campers.
  - Evaluate abilities of campers and staff.
  - Deliver progressive archery activities.
  - Evaluate the success of the archery program.
- Ensure that camp staff and campers 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 campers and staff 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 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, keeping it free of hazards and debris.

**Other Job Duties:**

- ◆ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise special events, other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events.

**Qualifications**

**Education/Experience:** College degree is preferred. Experience working with school aged children, preferably in a recreational setting.

**Licensing and/or Certifications:**

- ♦ Current certification in archery instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

**Knowledge:**

- ♦ Training and experience in teaching archery to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.

**Skills and Abilities:**

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers 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 Requirements:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Travel, (If applicable) - Substitute as a Bus Counselor (Mahwah, Harrington Park, Ridgewood, Dumont, Hackensack, Oradell)**

**Additional Comments (If applicable)**

*Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.*

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*Sign and Date:* \_\_\_\_\_ / \_\_\_\_ /2023