



Archery Specialist

Job Description

Qualifications:

- Minimum 18 years of age.
- Ability to teach, supervise, and organize campers and staff in the area of Archery.
- Able to observe and respond to campers and staff.
- Knowledge in skills and safety procedures in specified field.
- Completion of Level 1 Basic Instructor course certified by the National Archery Association.
- Have a positive, responsible and mature attitude.
- Must be able to focus on job duties.
- Must be able to contribute to the peace and harmony of the camp community by caring for the well-being of campers, staff and yourself.
- Must have an attitude of a team player and work well with others.
- Must pass a background check and complete our Staff Training.
- Demonstrate responsibility and accountability for your job performance.

Responsibilities:

- Organize safe and meaningful program in area of Archery, being aware of age and interests of campers.
- Enforce safety standards at all times.
- Coordinate program with other camp activities and to coincide with weekly themes when possible.
- Keep inventory of supplies and submit it to supervisor at end of the camp season.
- Keep area clean and in good order at all times. Keep all equipment locked in storage shed after the days use and be responsible for key. At the end of summer clean shed making sure all equipment is stored properly and key is returned to the camp office.
- Requisition necessary supplies at least one week in advance of when camp begins.
- Participate in overall camp program as a Camp Counselor when not teaching Archery Class.
- Encourage other campers to be involved in cheering on ones that are shooting.
- Take care of yourself, drink plenty of water, get adequate sleep and practice good hygiene.
- Ask for help when you need it.
- Other duties as assigned.

Responsible to:

- Camp Directors and Administrative Staff

PLEASE READ AND SIGN THE NEXT PAGE

Camp Oliver information

Camp Oliver is owned by the Sisters of Social Service and run by an all-volunteer Board of Directors. We are a non-profit, non-denominational camp that hosts up to 72 co-ed campers in ages ranging from 6 to 13. We have 6 cabins that will sleep up to 12 campers of the same gender with 3 to 4 staff in the same cabin but with private quarters. Sessions run from Sundays to Fridays and a typical season is 5-6 weeks. Camp Oliver hosts children that come from all backgrounds of religions, ethnicity, financial and family situations. Most of our campers would be considered "At Risk" youth from the inner city. We feel that these special children greatly benefit from an outdoor experience in a safe and caring natural environment where they can connect with their peers and counselors through educational and fun activities. We have a policy that no camper will be turned away regardless of their ability to pay the camp fee, as such we have many campers that come to camp on financial aid known as "camperships". Our camp offers traditional camp activities which include swimming, hiking, archery, low elements course, basketball, arts and crafts, dance classes, nature studies and camp fires with s'mores. We have sleeping under the stars and show an outdoor movie that evening, everyone has a wonderful time. Camp Oliver has a long tradition, over 60 years, of being a special place where children come together and make memories that last a lifetime.

I have read and understand the above job descriptions. I agree to complete my duties as a seasonal employee to the best of my abilities. I agree to follow all camp rules and policies. If I break any camp rules or regulations I agree to speak to a camp Director and will comply with the consequences of my actions. I also agree to let the Ad-Staff of Camp Oliver know of any problems or concerns I have regarding my own job performance and/or well-being as well as that of my campers and other staff.

Signed _____ Date _____