



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

LEADER

JOB TITLE: Summer Camp Archery Instructor

FLSA STATUS: Part-Time/Seasonal

REPORTS TO: Adventure & Outdoor Education Director

BRANCH: MetroWest Family Outdoor Center

DEPARTMENT: Adventure and Outdoor Education

REVISION DATE: 01/26/2023

POSITION SUMMARY:

Do you enjoy working with youth outdoors? Do you have any archery experience? A seasonal position as a Summer Camp Archery Instructor will allow you to pass on a love of archery while engaging with and encouraging youth on one of our two outdoor archery ranges. The MetroWest YMCA's Family Outdoor Center is looking for a passionate and motivated candidate to join our Summer Camp specialist roster. This position not only supports youth in developing a healthy appreciation for the outdoors but also fosters a community of personal and collective growth.

The Family Outdoor Center Summer camp includes 2 outdoor archery ranges, and enough field space to allow for competitive level distances. The FOC summer camp archery program aims to provide an entry level archery experience to participants with a slate of different archery themed activities.

A successful Summer Camp Archery Instructor will have great communication skills, demonstrate an ability to work with people of all ages and cultures, and are able to be flexible in a fast-paced environment with a mind for safety.

ESSENTIAL FUNCTIONS:

- Provides leadership, instruction and development with regards to archery programing. This includes ensuring proper participant supervision, communication with leadership and other staff, and implementing appropriate coaching/teaching techniques as it relates to the program.
- Provides appropriate briefing, teaching and debriefing as it relates to the program.
- Works under the supervision of the Adventure/Outdoor Ed Director to ensure all standard/local operating procedures are followed.
- Maintains all certifications and training hours necessary for the position.
- Helps in the maintenance and upkeep of archery equipment including bows, arrows, finger tabs, arm guards, repair equipment, first aid kits as well as any other related equipment.
- Ensures a positive working and program environment emphasizing all YMCA initiatives.
- Responsible for building healthy positive relationships with staff and members.
- Meets and communicates with Adventure and OE Director as necessary, especially regarding schedule, availability, and training.
- Performs other duties and responsibilities that relate to the Archery Instructor position.
- Participates in other YMCA activities when appropriate.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting

policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be mature, display good judgment, have strong organizational skills, and the ability to relate well with members. A personal commitment to addressing the needs of the community, demonstrating a healthy professional demeanor and an understanding of the YMCA mission and philosophy are essential.

The position requires a strong background in leadership, coaching, and teaching; or working towards a degree in related fields. Preferred candidates will be bi-lingual and must be able to interpret and carry out the mission and goals of the MetroWest YMCA. Candidates must be able to work as an integral member of the Summer Camp Staff, and have the ability to handle multiple functions at the same time.

The Archery Instructor is required to maintain up to date archery training certifications as well as any applicable YMCA trainings, and to actively pursue training, learning experiences and certifications as they relate to responsibilities. Preferred candidates will a USA Archery level 1 certification or higher.

PHYSICAL DEMANDS:

1. Candidates must be physically capable to set up program equipment and have the ability to hear and see activities and problems as they occur.
2. Able to safely and competently physically operate and facilitate in remote areas in varying environmental conditions.
3. Ability to complete all required trainings for this position.
4. Ability to lift/support up to 50lbs in program environments.
5. Ability to complete a USA Archery level 1 training course.

WHAT'S IN IT FOR ME?

The Summer Camp Boating Supervisor will receive:

- A competitive hourly pay rate starting at \$16/hour depending on experience level and external certifications.
- A young adult or adult MetroWest YMCA membership
- Free outdoor gear rentals, opportunities for training, and professional development
- Potential for upward mobility and so much more!

PRINT NAME: _____

SIGNATURE: _____

DATE: _____