



Job Description: Archery Director

Essential Functions: The Archery Director reports to the Shooting Sports Director and is responsible for the safe operation of the Archery program at Camp. The Archery Director must possess sound, mature judgment and personal integrity with a strong commitment to working with youth. The Archery Director must be 18 and must obtain a valid USA Archery Level 2 certification.

(The Hawkeye Area Council will pay for all USA Archery expenses to be certified.)

Principle Responsibilities:

- Maintain the Archery Range and Action Archery Course.
- Repair, care, and cleaning of archery equipment and maintenance of current inventories.
- Instruction to campers in archery skills and formation of a schedule, in cooperation with the Shooting Sports Director and/or Program Director, which allows maximum use of the program.
- Collecting/preparing Advancement Report Cards, MB Cards and other paperwork as needed in relation to the Archery Merit Badge.
- Enforcing all safety regulations as set forth by the BSA, NRA, and Camp administration.
- Immediately reporting any individuals who refuse to follow the safety regulations to the Shooting Sports Director, Program Director, or Camp Director.
- Ensuring that any Counselors-in-Training assigned to the Archery Range receive meaningful and relevant experiences.
- Assisting youth and unit leaders in recognizing the archery program possibilities available both in and out of camp.
- During the end of the summer camping season, complete a written close-out report of the Archery program that should include; an inventory of all equipment, including equipment condition and recommendations for next year's supplies. The report will be submitted to the Shooting Sports Director before leaving the camp property.
- All other duties assigned.

