

**GIRL SCOUTS HEART OF THE HUDSON, INC.
POSITION DESCRIPTION**

ARCHERY MANAGER

REPORTS TO: Program Manager

GENERAL RESPONSIBILITIES

To enrich the campers experience at camp through the development and delivery of archery activities that are appropriate to the campers' ages and abilities while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

PRINCIPLE DUTIES

- Give instruction to campers and staff in archery skills and safety and delivers progressive archery activities.
- Evaluate abilities of campers and staff.
- Requisition necessary equipment and supplies before and during camp; care for and secures equipment; request necessary repairs.
- Keep records and report as necessary.
- Ensure campers and staff know and follow safety procedures.
- Report any illness or injury to the Nurse/EMT and Camp Director promptly.
- Other duties as assigned.

JOB QUALIFICATIONS

1. Successful completion of background check.
2. Must be at least 21 years old.
3. High School Diploma or equivalent.
4. Experience in working with children.
5. Camp experience preferred.
6. Current certifications in Archery instruction.
7. Girl Scout experience preferred.

EMPLOYEE STATEMENT: I have read the above job description and can perform its essential functions with without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

Name: Print

Signature

Date