

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