



POSITION DESCRIPTION

Title: Archery Specialist
Classification: Non-Exempt
Work Schedule: 32.5 hours per week, 8:45AM-3:15PM
Start Date: June 18- August 24, 2018 (Pre Camp Training June 18-23)
Report to: Program Coordinator
Work Site: The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

DESCRIPTION OF POSITION:

This role at The Bridge Center is a very multifaceted, fast paced position. The Archery Specialist must love and embrace not only the camp environment but also the camp philosophy that campers come first, we work as a team, and summer is a time to play, learn, and grow. The Archery Specialist will develop and implement all activity plans in the area and ensure that activities are skill and age appropriate for all camp groups.

Primary Duties & Responsibilities

- Responsible for ensuring safety of all participants and staff.
- Learn and enforce all range rules and policies/procedures that coincide with American Camp Association standards.
- Set up and take down all equipment before, during, and after camp hours.
- Ability and desire to work with individuals with disabilities in an outdoor setting where “campers come first”
- Ability and desire to work with persons of all ages, ability levels, and backgrounds in a dynamic outdoor environment which values growth and change of self and others.
- Responsible for creating, analyzing and implementing skill and age appropriate archery and recreation activities for nine camp groups daily.
- Excellent communication, time management, and organizational skills
- Ability to interact with and work as a team player with other staff, participants, volunteers, and participant’s families.
- Ability to complete accurate documentation forms on participants as required on a regular basis
- Responsible for creating summer lesson plan binder for all 9 weeks of camp.

Supervision

This individual will work under and directly to the Program Coordinator.

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work environments may include a business office, outdoor and indoor recreation venues.



Physical Requirements

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

- i. Pursuing or a Bachelor's Degree or higher in kinesiology, sports studies, or similar fields preferred
- ii. Experience working directly with people with disabilities preferred
- iii. Prior experience working at a summer camp is preferred
- iv. Experience teaching or running recreation programs preferred

Special Requirements

- v. Must complete and pass CORI/SORI/NSOPW
- vi. Certified to Instruct Archery through a national certifying body
- vii. Must be 21+ years of age
- viii. CPR and first aid certified (recertification available during staff training)
- ix. Mandatory attendance:
 - a. Activity Leader Training, Wednesday June 13, 2018 4:00pm-7:00pm
 - b. All Staff Training, Monday thru Friday, June 18- June 22, 2018, 4:00pm-7:00pm
- x. Demonstrated experience in developing and implementing recreation/leisure activities for people with disabilities
- xi. Must have a valid driver's license

Pay Rate: Pay scale of \$12.00-\$13.00 per hour based on prior experience.

Interested candidates should submit the following:

- Job application (<https://bridgecenter.campintouch.com/ui/forms/application/staff/App>)
- Resume
- 3 Professional References

Please mail/email/fax to:

Abigail Ross

Program Coordinator, Year Round Programs and Summer Camps

The Bridge Center

470 Pine Street Bridgewater, MA 02324

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