

## Denver Area Council – Peaceful Valley Scout Ranch

<b>Job Title:</b>	Archery Director	<b>Property:</b>	Peaceful Valley Scout Ranch
<b>Camp/Department:</b>	Magness-Program	<b>Salary Level:</b>	Grade 4
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Assistant Program Director	<b>Certifications Req:</b>	Yes
<b>Will Certify Applicant?:</b>	Yes	<b>Driving Required?</b>	No

### Job Summary

Provide a quality archery program to campers.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Follow BSA Archery and USA Archery standards and regulations.
- Direct the daily setup and take down of the Archery range.
- Ensure archery equipment is properly stored and cared for.
- Enforce strict discipline and safety at the Archery range with campers, adults and staff. Be knowledgeable in and able to direct campers in emergency procedures.
- Facilitate open range time.
- Maintain paperwork and ensure accuracy and completion on time.
- Train, supervise and evaluate direct report staff.
- Maintain an efficient, cheerful and professional archery program.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

#### CERTIFICATIONS & REQUIRED TRAINING

- USA Archery Instructor Certification (Provided by the Council)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

#### REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

#### DIRECTLY SUPERVISES

- Assigned Shooting Sports Counselors

**ADDITIONAL NOTES**

- None