

Denver Area Council – Peaceful Valley Scout Ranch

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

Job Summary

Provide a quality and safe archery program to campers and make efforts for campers to complete rank or merit badge requirements within the program.

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 Weather Hazards (Online Prior to Camp)
- BSA Drive Safely (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- FEMA ICS 100 Introduction to Incident Command (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Online Prior to Camp)
- More training may be required as determined by Camp Management

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
- Experience in archery is required
- Experience in other shooting sports disciplines is desired but not required
- 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