

THE SALVATION ARMY
METROPOLITAN DIVISION – Wonderland Camp and
Conference Center
POSITION DESCRIPTION

POSITION TITLE: Archery Manager/Senior Counselor

LOCATION/DEPT: Wonderland Camp and Conference Center

REPORTS TO: Program Manager

OUTCOMES

The Archery Manager is responsible for the safe teaching of archery on camp. The position requires that the employee must provide a clear and accurate teaching of the sport and that they are able to relate a Christian message in it. The Manager must be able to teach students no matter the level of expertise.

PRIMARY DUTIES AND RESPONSIBILITIES

Program Administration

1. Conduct archery orientation during general staff training. Work with Camp Leadership in planning this orientation.
2. Assume responsibility for supervision and instruction or program skill area skills.
3. Coordinate program with other specialists to develop relational goals and objectives.
4. Prepare lesson plans and delegate responsibility to counselors assigned to archery activities.
5. Maintain program area daily; archery range, bows, arrows, arm guards, quivers, targets and equipment storage area for cleanliness, care, organization and safety.
6. Attend to pre-camp preparation of all equipment and materials for the Archery Program.
7. Prepare and inventory prior to storage of all equipment and materials. Submit a list of purchase needs for the forth-coming summer.
8. Obtain approval for all program purchases.
9. Plan rainy day activities for your program area.
11. Assist in preparation and implementation of evening programs.
12. Assist with maintaining assigned lodging (lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and prayer time).
13. Complete accident reports for any accidents involving campers and staff.
14. Complete Daily Usage Logs for all archery program aspects as required by ACA.

Camper Interaction

1. Assist with camper check-in and continue to monitor camper and staff needs daily.
2. Instruct and lead camper activities.

Other Duties

1. Participate in leadership training week
2. Maintain program buildings and property; turn in maintenance requests to Program Manager.
3. Assist with transportation of campers and staff.
4. Maintain a sense of professionalism in archery areas: self control, service positive attitude, work ethic and sense of ministry.
5. Complete ARC CPR for the Professional Rescuer and Standard First Aid.*
6. Maintain a servant attitude; function as part of the ministry leadership team.
7. Provide efficient service to all customers with a cheerful attitude.
8. Help prepare and distribute staff evening snacks.
9. Participate in and encourage attendance at staff devotions, outings and worship services.
10. All other duties as assigned.

**Wonderland offers ARC CPR for the Professional Rescuer and Standard First Aid certifications at camp.*

RELATIONSHIPS

This individual relates to and interacts with a wide range of contacts both within and outside The Salvation Army-Wonderland Camp and Conference Center. In these contacts, they act as a representative of the Army and its mission.

SUPERVISION RECEIVED

Under the general supervision of the Program Manager with some freedom to plan, schedule and carry out responsibilities within established policies and guidelines.

PERFORMANCE MEASURES

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

EDUCATION

- Minimum 1 year of college or equivalent.

EXPERIENCE

- Must have at least 1 years experience as a camp counselor.

COMPENTENCIES

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually.
- Minimum age of 19 preferred.

- Able to relate God's handiwork through archery activities and in relationship with the Word of God in programming initiatives.
- Knowledge and skills in archery concepts and principals (safety guidelines, skills and ability to instruct).
- Able to live on camp grounds throughout duration of employment.
- Current ARC CPR for Professional Rescuer and Standard First Aid*.
- ACA Archery Instructor qualification preferred.
- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self starter.
- An attention to detail
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry.

PHYSICAL DEMANDS/WORK ENVIRONMENT

This position is required to do light to heavy physical work. In order to successfully perform the essential functions of this position, the employee is regularly required to remain stationary for some periods of time; use hands and fingers; communicate; move; frequently required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands as in the use of ropes or challenge course equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. The work environment for this position includes an office and outdoor environment with a low to high noise level.

POSITION RANKING

Position Ranking: TFT Exempt

SIGNATURES

SUPERVISOR/DATE

EMPLOYEE/DATE

Date: 6/06, 2/09, 1/10 Date Revised: 9/10

THE SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination