



Summer Staff – Job Description

Role: Archery Instructor

Reports to: Assistant Program Director

Duties Include:

- Whatever Camp needs in the moment
- Operate the Camp's archery range in a safe and fun manner according to policy
- Ensure bows are working properly (Work with the Facilities Director, if needed)
- Keep the arrows in good working order (fletching)
- Lock up equipment anytime you leave
- Instruct campers on proper use of bows and shooting technique
- Keep campers scores for archery awards
- Make and present camper archery awards during closing ceremony
- Assist and participate in the week's camp games and activities
- May be assigned to dish teams, as a cabin buddy, and maintenance projects.

Snack Shop:

- Passing Serve Safe Food Handler's certification
- Operate snack shop when scheduled to be open
- Serve campers and guests in a kind and courteous manner
- Keep prep and work areas clean
- Restock cooler and vending machine
- Lock up when done

Cleaning Responsibilities: Snack Shop & Archery Range

- Place archery targets in shed at end of week
- Clean sinks and counters
- Wipe down slushy machine
- Wash blenders and coffee machine parts. Have them ready for next opening
- Wash "slushy" machine weekly
- Empty garbage, as needed. Especially at end of week
- Sweep and mop
- When done...report to Kitchen for other cleaning at end of week