



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**YMCA of Greater Syracuse
Job Posting**

Job Title: Archery Director

Reports To: Program Director

FLSA: Non-exempt – Seasonal/Temporary

Work Location: Camp Iroquois

Dates: June 26 through August 18, 2017

Work Schedule: Monday through Friday from 8:30am to 4:30pm

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Camp and Program Directors, the Archery Director is responsible for the direct supervision and organization of the assigned group including any Junior Counselor or Counselor in Training (CIT) assigned to the program area. Responsible for the overall operation of camp archery program including: instruction of campers, safe operation of range and equipment, proper care and storage of equipment and instruction/supervision of counselor staff for assistance during the camp season. Responsible for daily activities, special events, and rainy day activities such that the objectives of the East Area Family YMCA will be met and all activities will be appropriate for the age of the campers they are assigned. Provide opportunities for all campers to build confidence, learn new life-skills, and develop friendships.

YMCA Summer Day Camp Quality Service Theme:

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- To attend and be involved in staff training and orientation.
- To attend all weekly camp staff meetings and participate in all extra meetings as needed.
- To be available to work daily within the hours of the camp schedule as outlined by the Camp Director.
- To work with other staff and unit directors/program director to develop a full recreational and educational program each session.
- To assist in the development and implementation of special programs as assigned by the Program Director.
- Attend any overnight when needed as decided upon by any Unit Director, Camp Director, or Program Director.
- Attend any family night planned and one carnival night as planned.
- Communication with Unit Director, Camp director, or Program Directors of issues that arise in their specific area.
- To be responsible for clear, appropriate communication with campers, their families, and other staff when needed.
- The Archery Director shall make sure the archery range does not endanger any person or persons in other program activities and be clearly marked to warn passing campers away from the danger area.
- The Archery Director will be sure that the shooting area has at least 50 yards of clearance or archery net behind each target.
- The Archery Director will make sure that all bowmen shall fire from a common firing line and a ready line shall be marked behind it.
- To be responsible for the proper care of storage equipment, and all bows and arrows are stored in a locked cabinet.
- To act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- To understand that you are part of a team that is responsible for a group of campers and that your plans should be implemented in such a way that your campers receive a fun, meaningful, and safe experience.
- To be responsible for working with and assisting with the supervision of any CIT assigned to you. To provide weekly positive feedback and constructive criticism to the Assistant Program Director in the form of an evaluation form.
- Handle any and all discipline problems in a consistent manner as they occur. Seek advice from Unit Director, Program Director, or Camp Director as needed.
- Be responsible for basic supply inventory and ordering; notify the Camp Director of any needs that may arise.
- To be available after camp hours on the last day of the season and participate in the close up of camp.
- To be responsible for implementing all other tasks as assigned by Camp Director/Program Director.

Experience and Education:

- Archery Certification.
- Minimum 1 year of college preferred.
- First Aid and CPR certifications need to be obtained prior to the start of camp (opportunities provided).
- 1-year of prior experience working in a camp setting/environment, and supervision of staff.

Qualifications:

- Must be 18 years of age.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people.

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- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 3 to 14.

Trainings & Certifications:

- Must hold and maintain CPR/AED and First Aid certifications or successfully complete prior starting work at Camp.
- Must attend and complete YMCA Child Abuse Prevention and other related training at Camp Iroquois Orientation.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The Camp Iroquois Archery Director is committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, campers, and co-workers
2. The Camp team provides safe and age-appropriate activities
3. Build a strong, positive community image

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym/horse equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus. Must have basic swim abilities which include: swim at least 4 lengths of the pool (100 yards) and tread water for a minimum of 3 minutes.

Work Environment:

Duties are performed in an outdoor environment and in a camp group setting; at times camp employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All camp employees are required to follow the preventive health policies of the Camp at all times. The noise level in the work environment is moderate to above average. Employees will be frequently exposed to a wet/cold, hot/humid climate.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Interested candidates should respond to Megan Wiedemann, Camp Director at (315) 637-2025, ext. 210 or email their application to mdavis@syracuseymca.org or Suzanne LeRoy, Director of Human Resources at (315) 474-6851, ext. 311 or email their application sleroy@syracuseymca.org, no later than May 31, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.