ARCHERY SPECIALIST

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Activities
Period: Staff Training in June - July & August (exact dates set in contract)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks, develops and nurtures Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Archery Specialist is responsible for the safe, engaging, and successful operation of Camp Kwasind's archery programming, including the delivery of archery electives, instruction of campers, management of the archery range, and maintenance of all archery equipment. They will provide leadership, training, and support to staff assisting with archery activities, ensuring campers receive age-appropriate instruction, develop new skills, build confidence, and experience a positive and encouraging learning environment. They will prioritize risk management, equipment safety, and proper range procedures while creating opportunities for campers to develop focus, patience, perseverance, and sportsmanship. They will actively participate in camp-wide programming and incorporate weekly themes into archery activities where appropriate. They will report directly to the Activity Coordinator – Land & Sports and serve as part of the Activities Team. This is a seasonal summer camp position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct, and core values of CBOQ and Camp Kwasind.
- Be a minimum of 18 years of age.
- Demonstrated experience in archery instruction, recreational archery, or related outdoor activity programming.
- Archery instructor training or certification preferred, with a willingness to complete required training before independently leading archery activities.
- Strong understanding of archery range safety, equipment handling, shooting procedures, and appropriate supervision practices.
- Experience planning, teaching, or facilitating recreational activities for children and youth of varying ages and abilities.
- Strong communication, organizational, problem-solving, and instructional skills.

- Ability to develop engaging lesson plans, manage equipment, and maintain a safe and organized activity area.
- Experience working with children and young people.
- Valid First Aid and CPR certification are preferred.

General Responsibilities:

- Attend and actively participate in May Staff Orientation Weekend, Senior Staff Training, and All Staff Training Week at the beginning of the camping season.
- Attend workshops, seminars, and training opportunities pertaining to the position as requested.
- Attend all staff meetings, training sessions, staff Bible studies, faith practices, and weekly chapels.
- Know, advocate for, and actively support Camp Kwasind's mission, goals, and core values.
- Demonstrate a commitment to personal spiritual growth through involvement in a local church, mentorship, and intentional faith practices.
- Model Christ-centred leadership, professionalism, positive communication, and servant-hearted teamwork in interactions with campers and staff.

Specific Responsibilities:

Archery Programming & Elective Instruction

- Work under the direction of the Activity Coordinator – Land & Sports to oversee the successful daily operation of Camp Kwasind's archery electives and programming.
- Develop engaging, age-appropriate archery lesson plans and submit them to the Activity Coordinator – Land & Sports for review and approval prior to implementation.
- Provide direct instruction to campers in archery fundamentals, including range safety, proper stance, bow handling, nocking arrows, aiming, shooting techniques, and responsible equipment use.
- Develop progressive programming that allows campers to build on foundational skills, improve technique, develop accuracy, and grow in confidence throughout their elective sessions.
- Ensure archery activities are appropriate for the age, ability, experience, and developmental needs of participating campers.
- Establish clear instructional expectations, range rules, and activity objectives at the beginning of each elective session.
- Provide demonstrations, individual coaching, and constructive feedback to help campers develop proper techniques and improve their skills.
- Create engaging activities, target challenges, skill-building games, and friendly competitions that encourage participation, perseverance, and sportsmanship.
- Work with the Activity Coordinator – Land & Sports to coordinate weekly archery offerings, activity capacities, staff assignments, and scheduling requirements.
- Adapt lesson plans and instructional approaches to accommodate different group sizes, abilities, weather conditions, and available resources.
- Identify opportunities to introduce new archery challenges, instructional activities, and creative programming that enhance the camper experience.
- Incorporate weekly camp themes into archery activities where appropriate, ensuring creative programming does not compromise established range safety procedures.

Archery Range Operations & Supervision

- Take responsibility for the daily preparation, operation, supervision, and closing of the archery range.
- Ensure the archery range is properly set up before each session, including targets, shooting lines, waiting areas, safety boundaries, and equipment stations.
- Establish and consistently enforce clear range commands, shooting procedures, and rules for all campers and staff.
- Maintain active supervision of all participants during archery activities, ensuring campers remain within designated areas and follow instructions.
- Ensure campers receive a thorough safety orientation before participating in archery activities.
- Monitor shooting technique, equipment handling, and camper behaviour throughout each session, providing immediate correction when unsafe practices are observed.
- Ensure arrows are only retrieved when the range has been declared safe and all participants have stopped shooting.
- Maintain appropriate participant capacities, staff supervision, and safe spacing between archers.
- Ensure the range remains secured and inaccessible to unsupervised campers when archery programming is not operating.
- Stop or suspend archery activities immediately when unsafe conditions, equipment concerns, or inappropriate behaviour create a risk to participants.
- Communicate operational concerns, staffing needs, and range safety issues promptly to the Activity Coordinator – Land & Sports.

Staff Leadership & Development

- Provide leadership, guidance, and support to staff assigned to assist with archery electives and activities.
- Assist the Activity Coordinator – Land & Sports in training archery support staff before the camping season, ensuring they understand range expectations, equipment handling, supervision responsibilities, and emergency procedures.
- Ensure all staff assisting with archery activities are appropriately trained and authorized for their assigned responsibilities.
- Provide clear daily instructions and assign appropriate responsibilities to staff assisting with range setup, camper supervision, equipment distribution, and cleanup.
- Model effective instructional techniques, positive camper engagement, and consistent safety practices for other staff.
- Provide ongoing encouragement, coaching, and constructive feedback to staff assisting with archery programming.
- Assist staff in navigating camper behaviour concerns, participation challenges, and group dynamics, consulting with the Activity Coordinator – Land & Sports when additional support is required.
- Promote a positive and collaborative environment where staff feel supported, valued, and equipped to succeed.
- Communicate staffing concerns, training needs, and opportunities for improvement to the Activity Coordinator – Land & Sports.

Equipment, Supplies & Archery Range Maintenance

- Oversee the organization, maintenance, cleanliness, and long-term care of all archery equipment, supplies, and the archery range.
- Maintain an accurate inventory of bows, arrows, targets, target stands, armguards, finger protection, and other archery-related equipment.
- Conduct and document daily inspections of bows, bowstrings, arrows, targets, and other equipment before use, identifying damage, wear, or safety concerns.
- Immediately remove damaged or unsafe equipment from use and communicate repair or replacement needs to the Activity Coordinator – Land & Sports.
- Ensure all archery equipment is appropriately sized, maintained, and suitable for the age and ability of participating campers.
- Establish and maintain clear systems for equipment distribution, collection, organization, and secure storage.
- Monitor equipment and supply usage throughout the summer, ensuring resources are used responsibly and sufficient supplies are available for upcoming sessions.
- Submit requests for equipment, supplies, repairs, and additional resources to the Activity Coordinator – Land & Sports for approval.
- Ensure targets, shooting lines, safety boundaries, and surrounding areas are properly maintained and prepared for daily programming.
- Ensure the archery range is cleaned and organized at the end of each day, including collecting arrows, storing bows, securing equipment, and removing garbage.
- Coordinate with the Activity Coordinator – Land & Sports and Maintenance Team to identify and address range maintenance concerns.
- Assist with end-of-season equipment inventory, maintenance recommendations, and proper storage of all archery resources.

Safety & Risk Management

- Prioritize camper and staff safety in all archery instruction, range operations, and equipment management.
- Ensure all archery programming follows Camp Kwasind's established risk management policies, operating procedures, and applicable archery safety standards.
- Conduct regular inspections of the archery range, surrounding areas, equipment, and safety boundaries to identify potential hazards.
- Ensure archery activities are only operated under the supervision of appropriately trained and authorized personnel.
- Maintain clear range commands and ensure all campers and staff understand and consistently follow them.
- Ensure bows and arrows are handled responsibly and only used within designated shooting areas under appropriate supervision.
- Maintain safe procedures for shooting, retrieving arrows, equipment distribution, and transitioning between activities.
- Monitor weather and environmental conditions, including thunderstorms, high winds, extreme heat, and unsafe ground conditions, suspending activities when necessary.
- Ensure appropriate emergency procedures and communication systems are understood by all staff assisting with archery activities.
- Respond promptly to injuries, unsafe behaviour, damaged equipment, and other safety concerns, following established camp incident reporting procedures.

- Communicate incidents, near misses, equipment concerns, and emerging risks promptly to the Activity Coordinator – Land & Sports.
- Develop and implement appropriate alternative activities when archery programming must be modified or cancelled due to weather, staffing, equipment, or safety concerns.

Camp Program & Camper Engagement

- In support of the Head of Program and Activity Coordinator – Land & Sports, actively participate in the planning, organization, and delivery of camp-wide recreational activities, theme days, wide games, special events, campfires, and other programmatic experiences.
- Support the development of archery-related challenges, demonstrations, and themed activities that can be incorporated into weekly camp programming when appropriate and safe.
- Build meaningful relationships with campers, intentionally engaging with them during electives, meals, vespers, campfires, and other camp activities.
- Create an encouraging and inclusive learning environment where campers feel comfortable trying new skills, making mistakes, and celebrating personal progress.
- Ensure archery programming provides opportunities for campers to develop focus, patience, perseverance, confidence, responsibility, and sportsmanship.
- Intentionally incorporate Camp Kwasind's Christian mission and values into archery programming, encouraging campers to recognize their God-given abilities and demonstrate Christ-like character through encouragement, respect, and perseverance.
- Serve as a Cabin Buddy, supporting cabin staff through prayer, spiritual conversations, encouragement, and modelling Christian living.
- Actively participate in campfires, vespers, camper chapel, camp-wide games, and other programmatic elements as requested and as responsibilities allow.
- Work collaboratively with the Activity Coordinator – Land & Sports, other elective staff, the Head of Activities, and the Head of Program to ensure cohesive programming across camp.
- Perform other duties as assigned by the Activity Coordinator – Land & Sports.

Your Support

- Activity Coordinator – Land and Sports and Head of Activities – They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.