



## **ARCHERY INSTRUCTOR JOB DESCRIPTION**

### **JOB INFORMATION**

Title:	Archery Instructor
Classification:	Recreation Class Instructors
Salary Range:	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners.
Supervisors:	Works under the general and detailed supervision of the Recreation Manager and Facility Specialist in charge of the program.

### **JOB SUMMARY**

Individual will work indoors in a recreation facility. This employee is under the direct supervision of the Facility Specialist. General and specific assignments are received and are usually under little direct supervision allowing latitude for use of independent judgment. The archery instructor will coordinate and instruct the Archery Program, using the basic philosophy adopted by the Bismarck Parks and Recreation District.

### **JOB DUTIES AND TASKS**

- Effectively coordinate and instruct archery recreation programs;
- Responsible for establishing a detailed plan which outlines the program's projected lesson schedule and progress schedule;
- Must report to work site a minimum of 15 minutes prior to scheduled class;
- Required to communicate clearly, courteously, and tactfully with students, parents, and the general public;
- Must inspect program facilities for potential hazards and must report broken equipment to the appropriate supervisor immediately;
- Developing constructive and cooperative working relationships with others, and maintaining them overtime;
- Responsible for administering good judgment and must possess the ability to contact the proper supervisors and authorities;
- Must also complete standard departmental incident/accident reports;

- Must verify that all participants are officially enrolled and documented in the class registration roster;
- Offer good suggestions when needed or requested;
- Assist in acquiring archery supplies and equipment for the following season;
- Will perform other related duties that is required and assigned.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties, and tasks as they may change or be adjusted as situations require.

### **QUALIFICATIONS**

- Applicants must possess the knowledge, skill and ability to instruct archery classes for patrons ranging in age from youth to adult;
- Must maintain a punctual work schedule;
- Be able to instruct in beginning and intermediate recreation levels;
- Must possess the ability to perform duties with minimum direction, no instruction and minimal supervision;
- Establish and maintain effective working relationships with patrons, staff, and other agencies.

### **JOB SPECIFICATIONS**

- Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe environment for recreation archery program participants;
- Knowledge of basic fundamentals and techniques of archery to be able to perform a variety of duties related to the work assignment;
- Knowledge of inventory techniques sufficient to be able to maintain an adequate level of supplies;
- Knowledge of lead work principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems;
- Develop and administer recreation archery lesson plans suited to the needs of the community;
- Plan, organize, coordinate, and direct the development and implementation of recreation archery program;
- Analyze, interpret, and explain section policies and procedures; supervise and train program participants;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships within the working environment and with those contacted in the course of work.