

Denver Area Council – Tahosa High Adventure Base

Job Title:	Archery Director	Property:	Tahosa High Adventure Base
Camp/Department:	Program	Salary Level:	Grade 4
Location:	173 County Road 96 Ward, CO 80481	Staff Supervisor?:	Yes
Reports to:	EaglePoint Program Director	Certifications Req:	Yes
Will Certify Applicant?:	Yes	Driving Required?	No

Job Summary

To ensure that each Scout has access to a well-rounded Archery program.

Job Description

ROLE AND RESPONSIBILITIES

- Follow BSA Archery and USA Archery standards and regulations.
- Direct the daily setup and take down of the Archery range.
- Ensure archery equipment is properly stored and cared for.
- Enforce strict discipline and safety at the Archery range with campers, adults and staff.
- Teach the Archery merit badge.
- Facilitate open range time.
- Maintain paperwork and ensure accuracy and completion on time.
- Train, supervise and evaluate direct report staff.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- USA Archery Instructor Certification (Provided by the Council)
- BSA Rangemaster (Provided by the Council)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 9,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

DIRECTLY SUPERVISES

- Archery Counselor(s)

ADDITIONAL NOTES

- Training prior to camp at Peaceful Valley Scout Ranch is mandatory.