



Horton Center Staff Job Description Archery

Supervisors: *Summer Director, Executive Director*

General Expectations and Duties:

- Represent Horton Center in a professional manner consistent with its mission statement
- Assist campers with any and all needs
- Assist deans and volunteer counselors with any and all needs
- Work closely with other staff members, abiding by the Horton Center Covenant
- Help to build camp morale and encourage the growth of other staff members
- Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Participate in staff activities and meetings
- Clean the camp, including bathrooms, cabins, washing dishes & pots
- Lead campers in group building activities ('challenges')
- Camper supervision
- Occasional week long shifts of living with campers in camper cabin
- Other duties as assigned

Archery & Program Duties and Expectations:

- Attend an approved Archery Course for training
- Maintain safety and all industry standards while setting up, teaching, and leading archery
- Maintain an inventory of archery gear and its condition. Report to Director when something needs replacement.
- Assist in training summer staff of archery techniques and protocols
- Attend to the quality of standards, care, and practice for staff assisting in archery
- Develop program for activity blocks
- Lead group singing, games, and other programming
- Work with volunteer counselors on planning and implementing program for Faith Discovery Groups, including challenges.
- Help maintain all aspects of physical site and trails
- Assist in the kitchen, preparing food and cleaning kitchen
- Work at the waterfront: if certified, as a lifeguard. If not certified, as a waterfront observer
- Lead hikes safely, including the preparation for the hike and the clean up and/or debrief after. Follow proper risk management protocols while on the hike.
- Lead other activities safely, as certified and permissible (rock climbing, caving, archery, etc).
- Follow all ACA policies and procedures
- Assist other staff members with their duties when needed
- Assist in the camp store on a rotating basis with other Program staff

The Mission of Outdoor Ministries in the New Hampshire Conference of the United Church of Christ is to invite all God's children to experience Christian community in the natural world.