

# CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9631

## **DAY CAMP ARCHERY SPECIALIST**

### NATURE OF WORK

This work involves teaching archery skills to campers eight to fourteen year old.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Set equipment out at the start and collect it at the end of each day.

Provide instruction in the sport and rules of archery.

Supervise campers while in class ensuring that they abide by the rules of the camp and of the sport of archery.

Prepare certificates and awards to be distributed at the end of each week.

Provide customer assistance and respond to questions and complaints.

Assist the camp director with activities such as judging morning songs and with the overall operation of the camp.

Clean the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the techniques and rules of the sport of archery.

Ability to organize and conduct classes in the sport.

Ability to communicate effectively with program participants and with co-workers.

Ability to understand oral and written instructions.

Ability to move about the facility 75% - 100% of the workday.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including nights.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone  
Bow and Arrows