

**Responsibilities of the
Assistant Shooting Sports Director, Archery**

The Archery Director is responsible to the Shooting Sports Director and to the Program Director for the safe and effective operation of the Archery program, and its coordination into the whole camp program. The Archery Director must possess sound, mature judgment and possess personal integrity. Patience and a strong interest in working with youth are essential for the proper execution of the Archery Director's responsibilities.

The Archery Director must:

1. Be at least 18 years of age.
2. Possess or be willing to obtain a current registration in the Boy Scouts of America.
3. Have a strong archery background.

The Archery Director is further encouraged to obtain a certification in American Red Cross Standard First Aid or its equivalent.

The Archery Director is further responsible for:

1. Setting up and maintaining safe and adequate field archery and action archery courses.
2. Repair, care, and cleaning of archery equipment and maintenance of current inventories.
3. Instruction to campers in archery skills and formation of a schedule, in cooperation with the Shooting Sports Director and/or Program Director, which allows maximum use of the program.
4. Counseling of the Archery Merit Badge.
5. Processing all Archery merit badges cards, partial completion forms, and participation forms, and turning them into the Program Director by 9:00 p.m. each Friday.
6. Enforcing all safety regulations as set forth by the BSA and Camp administration.
7. Immediately reporting any individuals who refuse to follow the safety regulations of the BSA Shooting Sports Director, Program Director, or Camp Director.
8. Ensuring that any counselors-in-training assigned to the Archery Range receive meaningful and relevant experiences.
9. Assisting unit leaders in recognizing the archery program possibilities available both in and out of camp.
10. Assisting the Shooting Sports Director in preparing the end-of-the-year report for the Shooting Sports Area.
11. Completing any assignment given by the Shooting Sports Director, Program Director, or Camp Director.
12. Abiding by the Camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*.

Revised: 2010/11 jwm