



Job Description

Job Title:	Archery Aide
Department:	Parks and Recreation
Reports to:	Athletic Supervisor / Assistant Athletic Supervisor / Archery Instructor
FLSA Classification:	Non-Exempt
Effective Date:	03/22/2024
Job Summary:	Assists with archery instruction and assists with coordination of archery tournaments and events with the Mission Parks and Recreation Department and performs any other duties effectively required of position. Work involves overseeing and maintaining assigned facility and park dealing with the general public, maintaining safety of members, public and staff while maintaining a high profile in the community and supervising participants in recreation and education activities.
Essential Job Functions:	<p>Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.</p> <ol style="list-style-type: none"> a. Assists with preparation and organizing registrations, supplies and special events. b. Assists with instruction of archery classes for participants of all ages and skill levels, providing instruction on proper shooting form, aiming technique and protocols. c. Helps ensure the proper use and maintenance of archery equipment, including bows, arrows, targets and safety gear. d. Helps organize and coordinate archery events, tournaments and competitions for park visitors and participants. e. Maintain facilities and monitor park and building for safety. f. Must attend in-service and weekly staff meetings. g. Assists in implementation of Community Recreation Programs. h. Assists with creation of schedules. i. Assist in team sports practices and tournaments. j. Assist in implementing special events. k. Perform physical and manual work. l. Plan and coordinate activities with instructor, supervisor and co-workers. m. Prepare for and attend staff meetings as needed. n. Must assist other staff as assigned. o. Requires knowledge of equipment operations and safety procedures. p. Familiarize him/herself with city rules, regulations and policies etc. q. Perform other duties as assigned and required.
Conditions of Employment:	<ol style="list-style-type: none"> a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. b. Applicant must take and pass a pre-employment drug test administered by the City of Mission at the City's expense. c. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record. d. Obtain a CPR/First Aid Certification. e. Bilingual English/Spanish Preferred.



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Required Education:	High school diploma, G.E.D. or equivalent.
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	One year experience preferred with instruction of younger kids and youth
Experience Preference:	Preferred some professional work experience in the Parks & Recreation Field or equivalent.
Supervisory Experience Requirement:	Not Applicable
Required Knowledge, Skills, & Abilities	<ol style="list-style-type: none"> a. Prefer individual have own transportation b. Some knowledge of the sport of archery. c. Must be able to work under pressure and meet deadlines. d. Ability to understand and follow instructions and directions. e. Good public relations and customer service skills. f. Learn and become knowledgeable with departmental and city rules/regulations. g. Bookkeeping and management skills preferred.
Equipment Materials:	<p>General office and safety equipment/materials to include but not limited to the following:</p> <ul style="list-style-type: none"> • Computer • General office equipment • Athletic recreation games (archery) • Art & crafts equipment
Work Conditions:	<ol style="list-style-type: none"> a. Individual works indoors and outdoors to assist in the implementation and instruction of archery programs and special events for the community. b. Assist instructor will share in the responsibility for setting up and maintaining archery equipment on the range. a. Some lifting and carrying of archery equipment will be required
Physical Demands:	The job has some significant hazards and the physical demands are moderate. Duties involve working with lightweight materials and/or using force equal to lifting/or move up to 30 pounds.
Mental Demands:	<ol style="list-style-type: none"> b. While performing the duties of this class, the incumbent is regularly required to use oral communication skills. c. Read and interpret data, information and documents. d. Use math and mathematical reasoning. e. Perform detailed work, multiple tasks. f. Work with constant interruptions. g. Interact with staff and the public.



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<p>Authorization:</p>	<p>I have reviewed this description and understand the requirements and responsibilities of the position.</p> <p>_____</p> <p>Date Print Name Signature of Employee</p> <p>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.</p>
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