



## Job Description

Job Title:	Archery Instructor
Department:	Parks and Recreation
Reports to:	Athletic Supervisor / Assistant Athletic Supervisor
FLSA Classification:	Non-Exempt
Effective Date:	03/22/2024
Job Summary:	<p>Under the general supervision of Mission Parks and Recreation Athletic Supervisor, Archery Instructor is responsible for conducting archery classes and ensuring a safe and enjoyable experience for participants, public and staff alike. As Archery Instructor, you will impart your knowledge and expertise in archery techniques and safety protocols to individuals of varying skill levels ranging from five to eighteen years of age. Your passion for archery and instructional abilities will help foster a positive learning environment. May supervise work of others and serve as a lead worker providing direction to others.</p>
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"> <li>a. Requires knowledge of archery equipment operations and safety procedures.</li> <li>b. Conducts archery classes for participants of all ages and skill levels, providing instruction on proper shooting form, aiming technique and protocols.</li> <li>c. Creates lesson plans and develops engaging activities to enhance participants' archery skills and knowledge.</li> <li>d. Ensures the proper use and maintenance of archery equipment, including bows, arrows, targets and safety gear.</li> <li>e. Organizes and coordinates archery events, tournaments and competitions for park visitors and participants.</li> <li>f. Must communicate effectively with age appropriate language.</li> <li>g. Must attend in-service and weekly staff meetings.</li> <li>h. Creates schedules.</li> <li>i. Perform physical and manual work.</li> <li>j. Closes and secures equipment room at the end of each class.</li> <li>k. Plan and coordinate activities with supervisor and co-workers.</li> <li>l. Familiarize him/herself with city rules, regulations and policies etc.</li> <li>m. Perform other related duties as assigned and required.</li> <li>n. Represents City of Mission in a courteous and professional manner.</li> </ol>
Conditions of Employment:	<ol style="list-style-type: none"> <li>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.</li> <li>b. Applicant must take and pass a pre-employment drug test administered by the City of Mission at the City's expense.</li> <li>c. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record.</li> <li>d. Obtain a CPR/First Aide Certification.</li> <li>e. Bilingual English/Spanish Preferred.</li> </ol>



## Job Description

Education, Experience and Certifications:	<ul style="list-style-type: none"> <li>a. High school diploma, G.E.D. or equivalent.</li> <li>b. Minimum of (2) years experience in the area supervision and of archery.</li> <li>c. Proficient skills, with a strong understanding of various shooting styles and equipment.</li> <li>d. Current Certification as a USA Level 1 Archery Instructor preferred</li> </ul>
Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none"> <li>a. Prefer individual have own transportation</li> <li>b. Knowledge of the game of archery, scoring procedures and tournament bracket preparation.</li> <li>c. Must be able to work under pressure and meet deadlines.</li> <li>d. Ability to understand and follow instructions and directions.</li> <li>e. Good public relations and customer service skills.</li> <li>f. Learn and become knowledgeable with departmental and city rules/regulations.</li> <li>g. Bookkeeping and management skills.</li> </ul>
Work Conditions:	<ul style="list-style-type: none"> <li>a. Individual works indoors and outdoors to implement and supervise programs and special events for the community.</li> <li>b. The job has no significant hazards and the physical demands are low.</li> <li>c. Instructor will be responsible for setting up and maintaining archery equipment o the range.</li> <li>d. Some lifting and carrying of archery equipment will be required</li> </ul>
Physical Demands:	<ul style="list-style-type: none"> <li>a. The job has some significant hazards and the physical demands are moderate.</li> <li>b. Duties involve working with lightweight materials and/or using force equal to lifting/or move up to 30 pounds.</li> <li>c. While working in this condition, employee is required to consistently walk, move traverse and perform repetitive motions.</li> </ul>
Mental Demands:	<ul style="list-style-type: none"> <li>a. While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills.</li> <li>b. Read and interpret data, information and documents</li> <li>c. Use math and mathematical reasoning</li> <li>d. Perform detailed work, multiple tasks.</li> <li>e. Work with constant interruptions.</li> <li>f. Interact with staff and the public.</li> </ul>



## Job Description

Authorization:

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature of Employee

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.