Job Title: Sports Instructor

Position reports to: Camp Director; Day Camp Coordinator
Salaries Range/Hours: $9-$14 per hour; 35 Hours per week

Position Summary: Under limited supervision, instructs classes, plans lessons and directs the class activities.

Qualifications:
- Undergraduate or Graduate student with training and expertise in a variety of sports and experience in sport instruction
- Proven ability to function as an effective instructor.
- Excellent communication, listening and problem solving skills in dealing with children.

Duties and Responsibilities:

- Safely communicate the skills needed for campers to be successful in Archery.
- Work with campers in grades 3-9 on the basic techniques of Archery.
- Attend staff training.
- Prepare outline plans for instruction of all classes.
- Works with other sports instructors to coordinate sports activities and inter-camp games and activities
- Submit an overview of the class to the Camp Director prior to the camp opening.
- Create a course description for the classes the instructor will teach after discussions with the Director
- Submit a list of necessary supplies to the Camp Director for approval prior to camp opening.
- Instruct all classes as scheduled.
- Refer to all first-aid situations to Camp Nurse.
- Manage and monitor camper behavior throughout the course of the class instruction
- Take daily attendance and notify day camp office of any absences
- Notify Site Director immediately of problem situations or student issues
- Assist with the proper storage and utilization of equipment.
- Must abide by the standards of professional conduct established for Day Camp employees of the College.
- All camp employees are hired with the understanding that they will be available to work everyday that camp is in session.
- Must adhere to the dress code established for Day Camp: casual shirt, shorts/slacks, sneakers. Sandals are not permitted.
- Additional duties as required for the efficient and safe operation of the camp.
- Create weekly lesson plans and send to camp director for approval

Mandatory Training & Clearances:
- Attend all scheduled staff meetings
- Attend staff training prior to the start of camp
- United Educators online course “Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children.
- Act 33/34 and FBI Fingerprint Clearance
- Mandated Reporter Training (Act 31)
**General Camp Information:**
- 500 population of campers ranging ages 3-15
- Campus environment with staff and students on site
- Urban area with some campers traveling from rural parts of city

**Physical Requirements:**
- Sit: 10%
- Stand: 70%
- Walk: 20%
- Stoop/Bend/Kneel/Squat: 0%
- Hear: Continuous
- Speak: Continuous
- See: Continuous with 20/20 acuity
- Conducting skills (arm/ body motions): 80%