

<b>Job Title:</b> Archery Instructor	<b>Date:</b> 2010/2011
<b>Organization Name:</b> Boys & Girls Club of Sparta	
<b>Contact Information:</b> Jennifer Simunich, Program Director	
<b>Major Objectives:</b>	
<ul style="list-style-type: none"> <li>• Act as primary instructor of Archery lessons for youth grades three through twelve and ensuring each child is being engaged in activity while maintaining safety.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<p>The individual in this position will be responsible for planning and implementing Archery classes for a set period of time.</p> <ul style="list-style-type: none"> <li>• Designing and distributing informational fliers.</li> <li>• Maintaining attendance of participants.</li> <li>• Performing thorough lesson plans.</li> <li>• Implementing instructional classes for Archery.</li> <li>• Giving advance notice of your upcoming absence whenever possible.</li> </ul>	
<b>Qualifications &amp; Requirements:</b>	
<ul style="list-style-type: none"> <li>• Outgoing individuals are best suited for this position.</li> <li>• Knowledge and training in Archery Instruction.</li> <li>• Volunteers must be comfortable dealing with our culturally diverse population.</li> <li>• Client dignity is very important. Clients are to be treated with respect at all times.</li> <li>• Client confidentiality is also very important. Volunteers must sign a client confidentiality agreement before they start volunteering.</li> <li>• Volunteers must fill out a volunteer application.</li> <li>• Volunteers must fill out a background check form if 18 years of age or older.</li> <li>• Volunteers must be a registered Boys &amp; Girls Club member if 18 years old and younger.</li> </ul>	
<b>Orientation &amp; Training:</b>	
<ul style="list-style-type: none"> <li>• Volunteers will receive on the job training for this position regarding Club procedures and policies.</li> </ul>	
<b>Times Needed &amp; Places of Work:</b>	
<p>Shifts are a minimum of 1 hour. Volunteers should arrive 15 minutes before their scheduled start time.  Mondays – Fridays: 3:45 pm –6:30 pm Summers Mondays – Fridays: 6 a.m. – 6 p.m.</p>	
<b>Commitment Required:</b>	
<p>This is a volunteer position that is critical for day-to-day program at the Boys &amp; Girls Club of Sparta. We request that volunteers are available to work at least one 1 hour shift each week, but scheduling is flexible.</p>	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>• Great feeling of satisfaction and knowing you have helped others.</li> <li>• Wonderful way to build a resume as well as gain references and network.</li> <li>• Receive free training working in a youth based facility and work experience.</li> <li>• Great opportunity to meet other volunteers and community members.</li> <li>• Helping youth adopt an appreciation for Archery and how to maintain safety while using bows and arrows.</li> </ul>	