Position Description

ARCHERY RANGE OFFICER
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Environmental Adventure Center Assistant Director

Responsibilities
The Archery Range Officer is responsible for providing safe access to the Environmental Adventure Center Archery Range, facility orientation and equipment handling.

Specific Duties
• Conduct a basic orientation of participants related to safety, teaching skills, and archery range etiquette
• Supervise the facility and users during open hours
• Organize and promote special events which include archery as a teaching/service component

Expectations
• Must have the Matthews Level 1 Archery Instructor Certification
• Federal work study is preferred
• CPR/First Aid and AED certifications are required
• Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division II: $8.25 per hour

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