



Oregon Department of Fish & Wildlife

Volunteer Service Description

Title: Archery Instructor

1. Description of Duties & Activities: As an Archery Instructor, you will teach basic archery/bowhunting skills.

Class Support :

- Manage registration/check-in process.
- Greet and direct students and volunteers as necessary.
- Help set up/tear down materials and equipment.

Class Instruction:

- Instruct students/participants on bowhunting, bowhunter education and other archery related topics.
- Assist with supervision of students/participants.

Other:

- Report your volunteer hours.
- Report directly regional Hunter Recruitment Specialist and State Archery Coordinator.
- Attend and participate in ODFW Sponsored conference and regional activities such as conferences, trainings, classes.

2. Training Opportunities: TBD

3. Pre-requisites: N/A

4. Preferred Knowledge and Skills :

Experience with:

- Safe use of bowhunting weapons.
- Hunting with archery equipment.
- Completion of Bowhunter Education class, test & practical shoot.

Knowledge of:

- Oregon hunting regulations, license requirements and on-line resources.
- Shot process.
- Bow draw and length.
- Proper shooting technique.
- Archery equipment including arrows and broadheads.
- Sighting in techniques.
- Different learning styles.

Ability to:

- Understand and demonstrate safety protocols.
- Interacting with students one-on-one.
- Instructing large groups

Skills:

- Effective Communication.



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5. Physical Demands: Walking, sitting, reaching, repetitive motion, kneeling, reaching out, bending, carrying. Inside/outside, all types of weather conditions, uneven ground. Classroom and field environment. Must be able to lift 50lbs.		
6. Equipment to be Used: Bows, arrows, targets, range finders, tree stands, ground blinds.		
7. Restrictions: Activities/duties are limited to only those duties assigned by your ODFW supervisor and those listed on this Volunteer Service Description.		
8. Requirements: <input checked="" type="checkbox"/> = completion of these forms and trainings required to be eligible to volunteer		
Paperwork: <input checked="" type="checkbox"/> Conditions of Volunteer Service Form		
Policy Review: <input checked="" type="checkbox"/> Agency Policies <input checked="" type="checkbox"/> Program Policies <input type="checkbox"/> Acceptable Use of State Information Assets		
Training: <input checked="" type="checkbox"/> Discrimination/Harassment Training (Online version) <input type="checkbox"/> Discrimination/Harassment Training (Tailgate version)		
Background & Driving Records Check: <input checked="" type="checkbox"/> National Fingerprint-based Background Check <input checked="" type="checkbox"/> Oregon Criminal History Background Check <input checked="" type="checkbox"/> Fish & Wildlife Violation Check <input type="checkbox"/> Driver's Record Check <input type="checkbox"/> Driver's Record Attestation <input type="checkbox"/> Copy of Out of State Driver's Record (Host only)		
6. Signature: By signing this form, you agree to the duties, restrictions and requirements listed in this Volunteer Service Opportunity.		
Volunteer Name Print	Volunteer Signature	Date
ODFW Volunteer Coordinator Signature		Date