

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

Job Title	Youth Archery Instructor, Recreation & Wellbeing (4128U) 80055
Department	Recreation & Wellbeing
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/6420685

Apply By Email

Job Description

Image not found or type unknown



Youth Archery Instructor, Recreation & Wellbeing (4128U) 80055

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

Position Summary

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

Youth Archery Instructors provide instruction and support to enrolled recreational youth participants as assigned in an interim recreational archery program environment. Youth Archery Instructors are further responsible for developing lesson plans that correspond with assigned classes and activities, providing feedback to youth participants, and supporting the upkeep of the recreational facilities and outdoor spaces to ensure a safe and nurturing environment. Other program related tasks may be assigned as needed or appropriate.

Application Review Date

The First Review Date for this job is: August 11, 2025

Responsibilities

I. PLANNING AND PROGRAMMATIC DEVELOPMENT

- Assist with check-in and check-out procedures.
- Look for ways to improve the program and share them with a supervisor.
- Ensure campers have safe and appropriate equipment, facilities, and supplies.
- Keep equipment, binder, and supplies in order, well maintained, and in the proper location.
- Complete and submit paperwork accurately (timesheets, lesson plans, certifications, etc.)
- Accept feedback and makes necessary corrections.

II. PROGRAM INSTRUCTION & FACILITATION

- Develop youth participant's interest in archery using games to allow them to learn in a fun and friendly environment.
- Instruct youth participants in the basics of USAA NTS form in order to give them the tools to improve and move towards competition if they so desire.
- Assist in keeping a safe archery range and monitoring youth participants to ensure they are conducting themselves in a manner that will help prevent injury.
- Ensure that youth participants are provided with a safe and accepting environment that will allow them to enjoy the program without worry or fear.
- Assist with equipment set up before each class and with equipment takedown after each class.
- Assist in running organized and well-executed activities where there is maximum opportunity for participation.
- Actively engage with all youth participants.

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

III. MISCELLANEOUS

- Develop age-appropriate relationships with campers.
- Display appropriate behavior (action and language) around campers, parents, and staff.
- Accept constructive feedback and make necessary corrections.
- Demonstrate professionalism, courtesy, and sensitivity in all interactions with campers, staff, and parents.

Required Qualifications

- Prior experience with archery; preferably in an athletic, teaching, or leadership role.
- Ability to exercise independent sound judgment and employ reasoning skills.
- At least a Level 1 NTS coaching certification.
- Has knowledge of Youth Recreation Programs, program planning/development, program structures, basic
- classroom management, and youth learning styles.
- Client service minded, entrepreneurial spirit, and creative thinking skills.
- Basic skills in computer programs relevant to job duties.
- Must be able to successfully pass FBI and DOJ Criminal Background Check.
- Must be able to work effectively, across all organization levels, internally and externally.
- Current American Red Cross Adult & Pediatric CPR, AED, First-Aid, Epi-Pen + Asthma certification (or agree to completing the certification course upon hire).

Preferred Qualifications

- Knowledge of campus policies and procedures.
- High school diploma or equivalent certification.
- Some college or Associate Degree and/or Bachelor's Degree.

Salary & Benefits

This is a 9-month, part-time (12 hours/week), contract appointment, not eligible for UC benefits. This is a non-exempt, hourly paid position.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$21.50 to \$22.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This recruitment has 2 openings.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

Youth Archery Instructor, Recreation & Wellbeing (4128U)
80055
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260459>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

,