



NFAA Easton Yankton Archery Center  
800 Archer Lane  
Yankton, SD 57078  
(605) 260-9282  
www.neyac.org  
@YanktonArchery

New Release  
FOR IMMEDIATE RELEASE

FOR MORE INFORMATION  
Josahan Jaime-Santacruz  
NEYAC Programs Director  
(605) 260-9282  
info@neyac.org

### **Yankton Archery Center Seeking Assistant Programs Director**

Yankton, S.D. – June 5, 2018- The NFAA Easton Yankton Archery Center is accepting applications for the position of Assistant Programs Director. This position also includes the role of Assistant Head Coach for the Mount Marty College varsity archery team. This is a full time position at the Archery Center, which is also the headquarters for the National Field Archery Association in Yankton, South Dakota.

The position of assistant programs director brings a wealth of opportunities to anyone interested in a career in archery. Duties of the position are extensive; from teaching beginning classes, coaching competitive athletes, promotion and marketing of the facility, assisting at archery events from state tournaments to national NFAA championships such as The Vegas Shoot, Indoor Nationals and world championships such as the 2020 World Archery Field Championships.

Candidates with a coaching background or experience in the archery industry are preferred. USA Archery/NFAA Level 3 coach certification a plus. Enthusiastic, self-motivated individuals with great organizational skills are a good fit for this position. Qualified candidates who wish to apply should submit their resumes to the Archery Center Programs Director, Josahan Jaime-Santacruz. For additional details see job description attached.

Josahan Jaime-Santacruz  
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605-250-9282

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*The NFAA Easton Yankton Archery Center (NEYAC) is the largest archery complex in the world and home to the National Field Archery Association (NFAA) national headquarters. The NFAA is the largest field archery association, with over 15,000 members, dedicated to the sport of archery. The 100-acre complex in Yankton provides ample opportunity for all disciplines of archery; target, field and 3D, for compound and recurve archers. NEYAC is also the training facility for the Mount Marty College varsity archery team. The quality coaching staff caters to all archers whether beginners, bowhunter or international competitor. To learn more, visit neyac.org or follow social media @yanktonarchery*



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## **POSITION ANNOUNCEMENT**

Position Title: Assistant Archery Programs Director

### **JOB SUMMARY:**

The NFAA Easton Yankton Archery Center (NEYAC) is looking for an energetic individual to join our exciting team at our state-of-the-art archery-training center in Yankton, South Dakota as an Assistant Archery Programs Director. This position supports in advancing the mission of NEYAC to promote archery in all its forms from the local, national and international level. The Assistant Archery Programs Director will aid in the coordination, development and implementation of training programs for camps, classes, youth organizations, colligate teams, school programs, clinics, seminars, instructor certification courses. This position also helps in updating and modifying archery program curriculums as well as outreach programs to athletes, coaches and archery organization representatives. They will also contribute in the development of the colligate archery teams at Mount Marty College and the University of South Dakota as well as the growth of colligate archery in the region. A successful candidate for this position must be highly organized with a positive outgoing personality and eager to be a supportive member of a team pursuing the vision and mission of NEYAC. Being flexible and adapting to change is necessary. Knowledge of archery is a must. Involvement in recreational or school sports management is helpful but not necessary as our team is willing to provide training in these areas to a person eager to learn and venture into this industry.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist Archery Programs Director with day-to-day operations and programs
- Assist Archery Programs Director in promotional efforts to increase programs and participation
- Assist Archery Programs Director with all marketing and sales at NEYAC
- Assist in coaching and recruiting for the Mount Marty College varsity archery team and duties therein
- Keep the facility website and calendar updated
- Support the mission of the NFAA Foundation and maintain good working relationships with other staff members
- Maintain productive relations with outside coaches, clubs, archery organizations outdoor sports groups and other entities
- Manage educational programs, including development and managing curriculum and supervising volunteer staff
- Supervise operations when the Archery Programs Director is off site
- This is an essential function to maintain employment at NEYAC
- Perform all other duties as assigned

### **COMPANY IS WILLING TO TRAIN IN THE FOLLOWING JOB FUNCTIONS:**

- Planning archery classes, camps, outreach events, and competitions
- Oversight of archery programs, including college teams, International teams, leagues, tournaments and events
- Conducting archery instructor certification courses
- Coaching, administration and recruitment of Mount Marty College Varsity Archery Team and student-athletes
- Coaching, administration and recruitment of University of South Dakota Archery Club and student-athletes
- Management of international athletes and teams training at NEYAC
- Safely operate standard bow tuning, setup, and maintenance equipment for recurve and compound bows as well as other archery equipment

- Travel, as needed, to coaching or management seminars/meetings as well as other Easton and NFAA Foundation functions requiring supporting services.

**REQUIRES THE FOLLOWING KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to work in an English speaking environment
- Possession of strong organizational skills
- Maintain a valid driver's license
- Ability to manage volunteers, contract services, etc. as assigned
- Self-motivated and able to work both independently and as part of a team
- Strong customer service orientation and ability to deal appropriately with confrontational situations
- Enthusiastic, self-motivated, creative personality with a positive, charismatic and generous attitude
- Ability to maintain a coaching certification and a pass background check to work with children-youth is a mandatory and essential component of this position and continued employment
- Motivation to advance the NFAA Foundation mission by holding high standards of accountability
- Motivation to help and serve others unselfishly with respect, regardless of personal circumstances within ethical boundaries
- Ability to work all scheduled hours including evenings, weekends, and holidays with good attendance and punctuality
- Supports transparency, ethical decision-making and always acts with the highest degree of integrity

**PREFERRED SKILLS:**

- USA Archery NTS Level 3 Coach Certification
- Bachelor's degree from an accredited college/university
- Experience managing educational programs, including developing and managing curriculum, supervising staff and event coordination
- Experience in working with children, adults, and special needs persons in a public environment
- Ability to use the MS Office suite software and have general knowledge of daily office operations and equipment including registration software (Rec1 or other)
- Creative thinker and innovator
- Recreation / School sports background; management or coaching capacity
- Knowledge of photo/video analysis software programs
- Experience in archery tournament/competition setup and operations

**TOOLS & EQUIPMENT:**

- Standard office equipment
- Physical fitness & training equipment
- Standard bow tuning, set up and maintenance equipment
- Computer equipment- MS and Apple, AC, Coaches' Eye or similar sport specific training equipment

**CONDITIONS:**

- Office environment at NFAA Easton Yankton Archery Center- Yankton, South Dakota
- State of the art indoor 90 meter & outdoor FITA ranges, 3-28 target field ranges, 1-44 target 3D ranges, classrooms & training rooms, multi-use training room
- Some domestic & international travel may be required
- Non-traditional work hours, including weekends and holidays

POSITION REPORTS TO: Easton Yankton Archery Center Programs Director

EMAIL COVER LETTER AND RESUME TO: [info@neyac.org](mailto:info@neyac.org)

DEADLINE FOR SUBMISSION: Position will remain open until filled

SALARY RANGE: Negotiable, commensurate to experience, education and training.

We do not discriminate on the basis of race, religion, national origin, gender, age, handicap or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors