



ArcheryPark.nz

Archery Guide, Casual fixed term position

Job AD:

Archery Guide, Casual fixed term position

Do you have a genuine interest in adventures, the outdoors, guiding people? Your personality ensures that guests will have an amazing time? Attention to detail and being extremely safety conscious is important to you. And you have experience as a tour-guide, in hospitality or a similar role? Then read on!

We're offering a casual position for our busy summer season at famous Archery Park Nelson!

Expect between 30 to 40 hours per week from 26 December '22 to 8 January '23, and 10 to 20hours per week from 9 January '23 to 22 January '23. The position will include work on Saturdays, Sundays and public holidays.

You will have time to enjoy what Nelson has to offer if you want to combine work and holiday and if you're a Mountainbiker as much as an archer: the Adventure Park trails are at our doorstep.

Whilst basic Archery training and gear will be provided any knowledge about archery and previous archery experience will work in your favour. Candidates will be required to come and have a shoot with us to assess their potential or skill.

Due to this job starting soon it would be ideal if you have a current 1st Aid certification, but we will provide support to help the successful candidate to gain this qualification.

All applicants must be fully vaccinated.

A full job description is available from here: <https://www.archerypark.nz/summerjob2223>

If you are a people person with a passion for the outdoors and keen to do archery then we'd love to hear from you with a full CV, references and cover letter by email to job@archerypark.nz

This role starts from \$23 per hour, depending on experience + holiday pay.

Application cut-off date is Sunday, 27 November.

[Read on for the full Job Description and how to apply!](#)

Job Description

Job Title: Casual Archery Guide

Reports to: Owner, Markus Erdmann

Key relationships: Customers, Owner, Archery Park & Cable Bay Adventure Park Staff

Role purpose: The purpose of this role is to deliver basic archery instructions, take bookings and manage gear rentals for individuals and groups visiting our archery range.

Archery Park is a small social and carbon-conscious business offering outdoor archery adventures for individuals and groups.

In this role you will be based outdoors, mainly at our archery range at 194 Cable Bay Road/Cable Bay Adventure Park.

The tasks include:

Key responsibilities

Deliverables/outcomes

Customer Service

Welcome all visitors on arrival

Instruct visitors to take part in our archery activities, including health and safety briefing

Instruct small groups to do archery or archery battle, assist with larger groups

Responding quickly and sympathetically to any visitor questions

Liaise with Cable Bay Adventure Park staff to ensure an efficient and seamless visit of our clients

Keep an overview over upcoming bookings using a smartphone app

Health and Safety

Adhering to all health and safety requirements

Ensure all visitors follow health and safety rules at all times

Assess risks involved in the activities, taking into account the weather and different visitors' abilities

Advise visitors where to wait if they do not participate in the archery activity

Regular equipment checks

Maintenance and setup

Prepare the archery range and gear for customers

Clean and store gear

Gear maintenance and repairs

Light forest track maintenance

Archery range maintenance

Payments and Administration

Handle cash and Eftpos payments

Collect vouchers
Keep record of visitor numbers
Keep record of lost or damaged equipment
Take photos and update social media profiles

Other tasks Other tasks as directed.

Person Specifications

Essential Skills:

- Good communication skills
- Confident when explaining and ensuring safety rules
- Excellent customer service skills
- Tour guide, training or coaching experience
- Full drivers licence
- Ability to work unsupervised
- Technical skills to manage online bookings, take and email photos, post social media updates
- Able to get to Archeyr Park with your own transport

Essential Attributes:

- Physically fit
- Quick learner
- Reliable, friendly and professional manner
- Confident dealing with groups of people
- Good sense of humour
- Safety conscious
- Outgoing
- Self starter
- Fully vaccinated
- NZ work permit

Highly Desirable:

- Current 1st Aid Certification
- Experience with archery
- Owning a smartphone to run our Booking App

Availability:

Expect between 30 to 40 hours per week from 26 December '22 to 8 January '23, and 10 to 20hours per week from 9 January '23 to 22 January '23. The position will include work on Saturdays, Sundays and public holidays.

To apply:

Email your cover letter, CV with references & Vaccination status and your availability in case you're not available for all days to: job@archerypark.nz

Application cut-off date is Sunday, 27 November.