

<b>Job Title:</b>	<b>Admissions Crew</b>		
<b>Reports to:</b>	Manager on Duty, Operations Director, VP Operations, Owner		
<b>Level/Salary Range:</b>	Employee/\$16.75 hourly	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Ryan Chasse	<b>Date posted:</b>	February 1, 2023
<b>Will Train Applicant(s):</b>	April/May 2023	<b>Posting Expires:</b>	May 12, 2023
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:ryan@takeflightadv.com">ryan@takeflightadv.com</a> <b>Attention:</b> Take Flight Application Phone: (207) 439-8838		<b>MAIL:</b> Take Flight 506 Route 1 Kittery, ME 03094	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES- INCLUDE BUT NOT LIMITED TO:</b> <ul style="list-style-type: none"> <li>Take guests through the admissions process           <ul style="list-style-type: none"> <li>Ensure that all release forms are understood and have been signed by guests</li> <li>Take payments for admissions and retail</li> <li>Assess guest readiness to participate</li> <li>Provide required participation information to all guests</li> </ul> </li> <li>Work to minimize guest's exposure to risks associated with participation</li> <li>Verify guests are within height and weight restrictions associated with participation</li> <li>Follow emergency protocols</li> <li>Demonstrating excellent communication with co-workers and guests</li> <li>Perform Pre-Flight Sessions including:           <ul style="list-style-type: none"> <li>Size and fit guests with appropriate equipment (harness, lanyard, etc.)</li> <li>Communicating all course policies and procedures effectively to guests</li> <li>Leading (or co-leading) Pre-Flight for participating guests</li> </ul> </li> <li>Monitor course levels so that maximum capacity is not exceeded</li> <li>Answer phone queries</li> <li>Have full knowledge of Take Flight's reservation system procedures</li> <li>Ensure admissions area and bathrooms are clean and supplies maintained through the day</li> <li>Meet or exceed ongoing training requirements</li> <li>Become familiar with the Flight Crew responsibilities</li> <li>Other tasks as assigned by management team</li> </ul>			
<b>PREFERRED QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>Punctual, Detailed Oriented</li> <li>Minimum age: 16 years of age or older</li> <li>Previous customer services experience valued</li> <li>Enthusiastic and possess drive to provide top quality customer service</li> <li>Able to develop positive, professional working relationship with others and work in a team environment</li> <li>Above average communication and interpersonal skills</li> <li>Ability to multitask</li> </ul>			

