

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                            |                                                                 |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------|------------------|
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Buddy</b>                                                               |                                                                 |                  |
| <b>Reports to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Course Manager, Manager on Duty, Operations Director, VP Operations, Owner |                                                                 |                  |
| <b>Level/Salary Range:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Employee/\$16.25 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><br><a href="mailto:ryan@takeflightadv.com">ryan@takeflightadv.com</a><br><b>Attention:</b> Take Flight Application<br>Phone: (207) 439-8838                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                            | <b>MAIL:</b><br>Take Flight<br>506 Route 1<br>Kittery, ME 03094 |                  |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                            |                                                                 |                  |
| <p><b>ROLE AND RESPONSIBILITIES- INCLUDE BUT NOT LIMITED TO:</b></p> <ul style="list-style-type: none"> <li>Assist as a “buddy” for guests who are alone/unable to reach cable heights on Aerial Adventure Course</li> <li>Perform Pre-Flight sessions including:             <ul style="list-style-type: none"> <li>Communicating all course policies and procedures effectively to guests</li> <li>Leading (or co-leading) informational sessions (Pre-Flight) for participating guests</li> <li>VERBALLY assist to size and fit guests with appropriate equipment (harness, lanyard, etc.)</li> <li>Assess guest readiness to participate</li> </ul> </li> <li>Group management             <ul style="list-style-type: none"> <li>While maintaining social/physical distancing yourself on and off property, work with guests to ensure physical distancing is observed between groups</li> </ul> </li> <li>Photograph guest experiences</li> <li>Verbal ground support for guests on the Aerial Adventure Course</li> <li>Climb/maneuver around the aerial adventure course</li> <li>Answer phone queries</li> <li>Ensure admissions area and bathrooms are clean and supplies maintained (towels, paper...)</li> <li>Work to minimize guest’s exposure to risks associated with participation</li> <li>Demonstrate excellent communication with co-workers and guests</li> <li>Have full knowledge of and follow all Take Flight’s policies and procedures</li> <li>Able to develop positive, professional working relationship with others and work in a team environment</li> <li>Complete the TAKE FLIGHT site specific training during employee orientation</li> <li>Meet or exceed ongoing training requirements</li> <li>Other tasks as assigned by management team</li> </ul> <p><b>PREFERRED QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Punctual – Ability to multitask</li> <li>Physically fit and able to climb all levels of the Aerial Adventure Course</li> <li>Previous customer services experience</li> <li>Enthusiastic and possess drive to provide top quality customer service</li> <li>Above average communication and interpersonal skills</li> <li>Minimum age: 14 years old with valid work permit</li> </ul> |                                                                            |                                                                 |                  |

