| **Job Title:** | **Admissions Crew** | | | |
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| **Reports to:** | Manager on Duty, Operations Director, VP Operations, Owner | | | |
| **Level/Salary Range:** | Employee/$17.75 hourly | | **Position Type:** | Seasonal |
| **HR Contact:** | Ryan Chasse | | **Date posted:** | March 1, 2025 |
| **Will Train Applicant(s):** | Spring 2025 | | **Posting Expires:** | May 9, 2025 |
| **Applications Accepted By:** | | | | |
| **E-mail:**  [ryan@takeflightadv.com](mailto:ryan@takeflightadv.com)  **Attention:** Take Flight Application  Phone: (207) 439-8838 | | **Mail:**  Take Flight  506 Route 1  Kittery, ME 03094 | | |
| **Job Description** | | | | |
| **Role and Responsibilities- include but not limited to:**   * Take guests through the admissions process   + Ensure that all release forms are understood and have been signed by guests   + Take payments for admissions and retail   + Assess guest readiness to participate   + Provide required participation information to all guests * Work to minimize guest’s exposure to risks associated with participation * Verify guests are within height and weight restrictions associated with participation * Follow emergency protocols * Demonstrating excellent communication with co-workers and guests * Perform Pre-Flight Sessions including:   + Size and fit guests with appropriate equipment (harness, lanyard, etc.)   + Communicating all course policies and procedures effectively to guests   + Leading (or co-leading) Pre-Flight for participating guests * Monitor course levels so that maximum capacity is not exceeded * Answer phone queries * Have full knowledge of Take Flight’s reservation system procedures * Ensure admissions area and bathrooms are clean and supplies maintained through the day * Meet or exceed ongoing training requirements * Become familiar with the Flight Crew responsibilities * Other tasks as assigned by management team   **Preferred qualifications**   * Punctual, Detailed Oriented * Minimum age: 16 years of age or older * Previous customer services experience valued * Enthusiastic and possess drive to provide top quality customer service * Able to develop positive, professional working relationship with others and work in a team environment * Above average communication and interpersonal skills * Ability to multitask | | | | |