| **Job Title:** | **Course Manager** |  |  |
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| **Reports to:** | Manager on Duty, Operations Director, VP of Operations, Owner |
| **Level/Salary Range:** | Employee/$20.25 Hourly | **Position Type:** | Seasonal |
| **HR Contact:** | Ryan Chasse | **Date posted:** | March 1, 2025 |
| **Training During:** | Spring 2025 | **Posting Expires:** | May 9, 2025 |
| **Applications Accepted By:** |
| **E-mai**l**:**ryan@takeflightadv.com**Attention:** Take Flight ApplicationPhone: (207) 439-8838 | **Mail:**Take Flight506 Route 1Kittery, ME 03904 |
| **Job Description** |
| **Role and Responsibilities include but not limited to:*** All roles and responsibilities of the Buddy and Flight Crew
* Work to minimize guest’s exposure to risks associated with participation
* Follow and be able to direct all emergency protocols
* Manage the daily rotation and breaks for Flight Crew Members and Buddies
* Perform daily inspection of the Adventure Course and equipment
* Work with Flight Crew Members to address guest concerns
	+ Gather feedback from guests on the course and on the ground about their experience
	+ Oversee and provide feedback on all guest assists and rescues performed by Flight Crew to Manager on Duty and Operations Director
* Communicate daily Flight Crew performances with Manager on Duty and Management Team
* Provide constructive feedback to Flight Crew and Buddies daily
* Report all incidents to Manager on Duty in a timely manner
* Manage all documentation of staff performance, training and incidents
* Demonstrating excellent communication with co-workers and guests
* Ensure admissions area and bathrooms are clean and supplies maintained through the day
* Meet or exceed ongoing training requirements
* Additional responsibilities as assigned by the Manager on Duty, Operations Director, and Owner
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| **Required Qualifications** |
| * First Aid & CPR Certification (within 30 days of start date)
* Applicant must pass periodic Practical Evaluation after training
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| **Preferred Qualifications** |
| * 18 years of age or older (required)
* Previous Managerial experience
* Comfortable working at height (up to 45 feet)
* Positive, Outgoing, Enthusiastic, Punctual
* Ability to multi-task
* Able to develop positive, professional working relationship with others and work in a team environment
* Physically fit and able to perform job tasks for challenge course operations
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