| **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](mailto:ryan@takeflightadv.com)  **Attention:** Take Flight Application  Phone: (207) 439-8838 | | **Mail:**  Take Flight  506 Route 1  Kittery, 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 | | | | | |
| **Required Qualifications** | | | | | |
| * First Aid & CPR Certification (within 30 days of start date) * Applicant must pass periodic Practical Evaluation after training | | | | | |
| **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 | | | | | |