| **Job Title:** | **Manager on Duty** | | | |
| --- | --- | --- | --- | --- |
| **Reports to:** | Operations Director, VP, CEO | | | |
| **Level:** | Management | | **Position Type:** | Manager |
| **HR Contact:** | Ryan Chasse | | **Date posted:** | March 1, 2025 |
| **Training During** | Spring 2025 | | **Posting Expires:** | May 1, 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 | | |
| **Job Description** | | | | |
| **Role and Responsibilities**   * Perform all tasks listed under Buddy, Admissions, and Flight Crew Job Descriptions * Open and close the facility as scheduled * Supervise day to day operation of Aerial Adventure Course and Adventure Zip Tours * Oversee that all job responsibilities of all Staff are being performed * Proficient in Admission, Pre-Flight, Adventure Course and Zip Tour operations * Work with Flight Crew Members to address guest concerns * Assist Admissions Crew with guest registration and payment- Address concerns and issues as needed * Assign tasks to Buddies and coordinate Buddy use with the Course Manager and Admissions Crew * Report all issues and concerns to Operations Director * Address concerns with staff performance or behavior as necessary   + Relate all conversations to the Operations Director * Meet periodically with Operations Director, VP and Owner to discuss the Staff and the Facility * Monitor incidents reported by Flight Crew and Course Manager * Additional job responsibilities as assigned by Assistant Director, Operations Director and Owner * Ensure proper disinfecting and cleaning of the facility, course, and equipment, in accordance with manufacturer, state, and Federal recommendations. | | | | |
| **Required Qualifications** | | | | |
| * First Aid & CPR Certification (within 30 days of start date) * Applicant must pass Practical Evaluation after training | | | | |
| Preferred Qualifications | | | | |
| * Previous Challenge Course/Zip Line experience * 3+ years managerial experience * Ability to multi-task and work in a fast-paced environment * Above average communication * Above average organizational skills * Positive, outgoing, enthusiastic * Ability to develop positive, professional working relationships and work in a team environment | | | | |