| **Job Title:** | **Manager on Duty** |
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| **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**Attention:** Take Flight ApplicationPhone: (207) 439-8838 | **Mail:**Take Flight506 Route 1Kittery, 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.
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| **Required Qualifications** |
| * First Aid & CPR Certification (within 30 days of start date)
* Applicant must pass Practical Evaluation after training
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| 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
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