



Job Descriptions

Title: Assistant Course Supervisor
Department: Canopy Tour
Reports to: Course Supervisor

Job summary

Assistant Course Supervisor is responsible for assisting Course Supervisor on day-to-day course operations and training programs. This position requires strong knowledge of zipline and rappelling practices and equipment. Applicants must have strong risk management skills and experience in guiding and supervision.

Summary of essential job functions

- Assist Course Supervisor for day-to-day course operations
- Rotate with Course Supervisor when he/she is on the course or training
- Assist with monitoring and supervision of all participant groups when the course is in operation
- Manage crowds and timely dispatch of guests leaving the tour site
- Maintains documentation and usage of all course equipments and materials
- Assist with daily and weekly course inspections
- Assist with all internal training programs.
- Assist with completing daily schedules
- Demonstrate working knowledge of all skills required of a lead guide

Minimum requirements

- College Degree or equivalent work experience
- Previous or current CPR, First Aid Certification
- Managing experience in adventure tours preferred
- Risk management experience required, ACA has zero tolerance on safety
- Strong knowledge of hiking, climbing and rappelling
- Computer skills (MS Excel and Word) is essential
- Must complete the guide training program and First Aid/CPR course
- Speaks fluent English and use cordial manners
- Maintains a professional appearance at all times and follow company policies
- Ability to work long hours and irregular shifts in a multi task environment
- Must meet all other requirements set for canopy guides

Abilities required

- Must be able to hike, climb and rappel to high altitudes
- Full range of overhead arm motions to pull two people along cable
- Full hand dexterity
- This position may require walking and standing for long periods of time

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.