



Job Description

Title: Course Manager
Department: Canopy Tour
Reports to: Operations Manager

Job summary

The Course Manager is responsible for supervision of canopy tour course operations; this includes but is not limited to training, course maintenance, supervision of all course personnel and the smooth and timely operation of the canopy tour. This position requires strong experience and knowledge of canopy tour operations, training, standards and maintenance. All applicants will be required to undergo intense training with Alaska Canopy Adventures to be accepted for this position.

Summary of essential job functions

- Responsible for management of canopy tour course operations
- Management and coordination of all training groups
- Management of the compliance of canopy guides
- Certified to train canopy staff at all levels
- Ensures all course operations are conducted in accordance with company's safety standards
- Ensures all tours are operated in a timely manner and in accordance with operational and safety standards
- Responsible for conducting daily and weekly course inspections
- Monitors and supervises all participant groups when the course is in operation
- Certified in all skills required of a lead canopy guide
- Serves to coordinate internal training programs
- Ensures that all required documentation of course operations is maintained and regularly updated
- Maintains documentation and usage of all course equipment and materials
- Prepares daily schedules for canopy personnel and makes changes if necessary

Minimum requirements

- College Degree or equivalent
- Previous or current CPR, First Aid, and AED Certification
- Managing experience in adventure tours preferred
- Risk management experience required
- Previous experience in the ropes course or canopy tour industry preferred
- Computer skills (MS Excel and Word are essential)
- Speaks fluent English and uses cordial manners
- Maintains a professional appearance at all times and follows the 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 have the ability to comfortably perform work at great heights
- Full range of overhead arm motions to pull two people along cable
- 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.