

Alaska Rainforest Sanctuary
Alaska Canopy Adventures
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Job Description

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

Job summary

The Course Supervisor is responsible for supervision of canopy course operations. This position requires strong understanding of and experience with canopy tour operations and training standards. Applicants must have risk management background. Qualified applicants will go through a training program and must pass written and on-the-job skill tests before hired.

Summary of essential job functions

- Responsible for supervision of zip course operations
- Ensures all course operations are conducted in accordance with company's safety standards
- Ensures all tours are operated in timely manner and in accordance with operational procedures
- Responsible for conducting daily and weekly course inspections
- Monitors and supervises all participant groups when the course is in operation
- Certified to assist in training staff at all levels
- Certified in all skills required of a lead guide
- Ensures that all required documentation of course operations is maintained and regularly updated
- Assists in maintaining documentation of the 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
- Computer skills (MS Excel and Word are essential)
- Must complete the guide training program and First Aid/CPR/AED course
- 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 understand and perform work comfortably 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.

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