

Alaska Rainforest Sanctuary
Alaska Canopy Adventures
PO BOX 5425
Ketchikan, AK 99901
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www.alaskacanopy.com



Job Description

Title: Training and Maintenance Coordinator
Department: Canopy Tour
Reports to: Operations Manager

Job summary

The Training and Maintenance Coordinator is responsible for supervision of training groups as well as general course maintenance needs. 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 the position.

Summary of essential job functions

- Responsible for supervision of training groups
- Certified to train canopy staff at all levels
- Assistants in coordinating internal training programs
- Ensures all course operations are conducted in accordance with company's safety standards
- Performs and records all necessary course maintenance
- Responsible for conducting daily and weekly course inspections
- Certified in all skills required of a lead canopy guide
- Ensures that all required documentation of course operations is maintained and regularly updated
- Maintains documentation and usage of all course equipment and materials

Minimum requirements

- College Degree or equivalent
- Previous or current CPR, First Aid, and AED Certification
- Experience in adventure tours preferred
- Risk management experience required
- Previous experience with maintenance in the ropes course or canopy tour industry
- 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 understand and 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.

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Revised April 07