

## Job Description

# Equipment Manager

**Organization:** Arkansas Valley Adventure

**Primary Location:** Granite Outpost

**Schedule:** Full-time

**Target Start Date:** May 14, 2009

**Target End Date:** Sept 6, 2010

**Pay Rate: \$10/hour + up to 17% end of season bonus based on mid-season and end of season reviews**

### Description:

- Responsible for keeping an accurate inventory of all gear at Outpost, including: boats, paddles, pumps, sweep kits, straps, helmets, PFD's, wetsuits, splash-tops.
- Organize and clean all rafting gear preseason, excluding overnight gear
- Create proper storage for the equipment and a daily regiment for cleaning the equipment.
- Have a complete knowledge of requirements for medical kits and sweep kits.
- See that med kits and sweep kits are properly packed preseason, have the appropriate back stock and are always restocked immediately upon usage.
- Maintain communication system for guides to report gear problems.
- Receive any broken gear and evaluate as to whether it can be repaired on site or needs to be sent off.
- Ensure that gear is either repaired or sent off for repair in a timely fashion.
- Oversee that gear is properly cared for by the staff all season long.
- Able to perform minor boat repair and out-source major repairs when needed.
- Manage team of employees for the up-keep and care of the equipment
- Forecast any unusually large groups and work with equipment manager at other outpost to accommodate any gear needs that either may have.
- Track gear that is loaned to another outpost; make sure that it is delivered and returned in full.
- Weekly evaluation and reorganization of all gear, report any losses or damages to Operations Manager.
- Work with the Operation Managers and perform duties requested, helps Operations Managers with end of season duties.
- Maintains distinct understanding that any gear - especially boats - that are out of rotation directly affect AVA's revenue stream
- Attend a weekly management meeting
- Work positively and effectively as part of a team environment
- Demonstrate exemplary guest service skills
- Act as a Team Leader (see job description)

## **Job Description**

### **Team Leader**

**Organization:** Arkansas Valley Adventure

**Primary Location:** Granite Outpost

**Schedule:** Full-time

**Target Start Date:** May 14, 2010

**Target End Date:** Sept 6, 2010

**Pay Rate:**

#### **Description:**

- Fulfill all requirements of Guide position (II or III)
- Monitor and oversee a team of 4 to 6 guides.
- Act as role model for all employees; provide information about procedures and protocol; assist in creating an enjoyable workplace that is both efficient and positive
- Field concerns from TLs and management staff regarding team members.
- Be available on a regular basis for counsel of team members and to relay concerns between guides and management
- Assess concerns of team members and decide whether they can be resolved personally or need to be taken higher up the management chain.
- Report to operations manager about status of team.
- Regularly stop in as team members return in order to stay informed on their performance.
- Create opportunities for the group to interact as a team
- Attend weekly management team meeting