

Job Description

Overnight Manager

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: \$10 hr + up to 17% end of season bonus based on mid-season and end of season reviews

Description:

- Maintain an accurate inventory at all times of AVA's overnight equipment, including all campware, straps, frames and oars
- Organize and clean overnight equipment preseason.
- Make any necessary repairs or purchases preseason to ensure proper equipment type and number.
- Work with F&B manager to design menus and ensure portions are kept appropriate all season.
- Forecast upcoming trips to guarantee the proper gear is available.
- Forecast upcoming trips and work with F&B to ensure proper amount of food is ordered
- Maintain system for guides to report broken gear.
- See that broken gear is repaired in a timely fashion all season long.
- Unlock overnight room morning of trip and check out appropriate gear to TL.
- Check in gear after every trip. If not available at time of return, go in later that day and check that everything was returned, cleaned and stored properly.
- Meet with guides after trips to address any issues immediately.
- Weekly cleaning, inventory and reorganization of overnight gear.
- Form a purchase and repair list at end of season.
- Assist Operations Managers with end of season closing duties.
- Fulfill all requirements of Guide Level II or III
- Attend weekly management meeting
- Work positively and effectively as part of a team environment
- 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' trips are returning in order to stay informed on their performance.
- Create opportunities for the group to interact as a team
- Attend weekly management team meeting