



Adventure Assistant Manager Job Description

Position Title: Adventure Assistant Manager
Department: Adventure
Reports Directly To: Adventure Manager
Reports Indirectly To: N/A

Directly Supervises: Adventure Staff
Indirectly Supervises: n/a

SUMMARY:

NorthBay Education is a non-profit organization providing large-scale, innovative, outdoor education programs to public school students from diverse backgrounds. Headquartered on the shores of the Chesapeake Bay in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states. NorthBay's goal is to transform lives and inspire action by fundamentally changing the way students experience and engage in education. NorthBay programs provide experience-based education, emphasizing social emotional learning, leadership, math, science, language arts, and literacy, while simultaneously facilitating meaningful outdoor experiences and adventure. NorthBay delivers excellence in programing and service to set the national standard for experiential outdoor education.

NorthBay is seeking an Adventure Assistant Manager to ensure the safe and effective use of adventure elements on campus. The Adventure Assistant Manager will have a thorough knowledge of the operation, maintenance and safety procedures of adventure elements relevant to the NorthBay program (ropes course, zip lines, climbing walls, giant swing etc). She/he will have the demonstrated ability to facilitate professional group teambuilding activities. The Adventure Assistant Manager will have excellent teaching techniques and positive student, teacher and staff rapport.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Uphold the NorthBay values and mission
- The Adventure Assistant Manager is responsible for the safe operation of all adventure activities. He/she will provide documented training for new adventure and education staff as well as periodic trainings throughout the year.
- Conduct regular safety inspections that meet ACCT specifications for quality and safety using the guidelines set forth in the Adventure Handbook and documenting all inspections
- Coordinate/initiate installation and repairs and maintenance to all courses and equipment as needed
- Work with and motivate adventure staff to ensure safety and exceptional customer service
- Oversee the running of activities in a safe manner, including but not limited to: Indoor/Outdoor Rock Climbing Wall, Zip Lines, Waterfront, Gym, and Ropes Course.
- Oversee the NorthBay Adventure program and its daily operations in the absence of the Adventure Manager. This includes assisting the Adventure Manager in hiring, training, staff development, overall program development and coordinating recruitment and hiring with Human Resources
- Oversee and ensure that NorthBay Adventure equipment and training records are up to date and accessible.
- Ensure that all adventure staff are properly trained and are following the standards by monitoring staff performance and conducting equipment inspections



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- Facilitate teambuilding activities
- Train staff on all aspects of teambuilding facilitation.
- Assist Manager with performance evaluations and performance feedback.
- Expand and improve program offerings
- Other duties may be assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outstanding interpersonal communication skills
- Demonstrated ability to work independently and as a team member
- Demonstrated ability to work with students, teachers and guests

EDUCATION and/or EXPERIENCE:

- High school diploma or GED
- Minimum 2 years experience in a related field

SUPERVISORY RESPONSIBILITIES:

- Supervise adventure staff in absence of Adventure Manager

LANGUAGE SKILLS:

- Excellent communication skills required, both verbal and written.

LICENSES, CERTIFICATES, REGISTRATIONS:

- Preferably ACCT Level 1 or Level II (site specific) certification
- First aid and CPR certified

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to grip, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The job functions requires that you will be in the outdoors in all-weather including but not limited to rain, snow sleet, high wind, cold, heat, and may be exposed to biting and/or stinging insects to include but not limited to ticks, chiggers, mosquitoes, flies and bees. Extensive walking and standing is required of this position.