

**HOMEWOOD-FLOSSMOOR PARK DISTRICT  
EXTENDED PART-TIME JOB DESCRIPTION**

<b>JOB TITLE:</b> ADVENTURE CENTER CHALLENGE COURSE SUPERVISOR	<b>JOB CATEGORY:</b> IRONS OAKS  <b>JOB CODE:</b> 4004
<b>IMMEDIATE SUPERVISOR:</b> ADVENTURE CENTER COORDINATOR	<b>FLSA STATUS:</b> NON-EXEMPT
<b>IMRF STATUS:</b> PARTICIPATING	
<b>DURATION:</b> YEAR-ROUND	

**GENERAL JOB DESCRIPTION:** The Adventure Center Challenge Course Supervisor, under the direction of the Adventure Center Coordinator, is primarily responsible for Adventure Education program instruction and the coordination of challenge course maintenance and repair. Other duties include organizing equipment, scheduling group dates, communicating with staff and clients and assisting with training staff.

**PHYSICAL REQUIREMENTS:**

<b>STANDING:</b>	Frequently
<b>SITTING:</b>	Frequently
<b>WALKING:</b>	Frequently
<b>LIFTING:</b>	Frequently: minimum of 40#
<b>STOOPING:</b>	Frequently
<b>REACHING:</b>	Frequently
<b>CLIMBING:</b>	Frequently
<b>VERBAL:</b>	Proficient to communicate needs and understand directives
<b>VISION:</b>	Write and read English, identify safety hazards

**COGNITIVE SKILLS REQUIRED:**

- Solid group facilitation skills.
- Must be able to follow instructions from the Adventure Center Coordinator and co-workers.
- Must possess safety awareness skills and exercise good judgment.
- Must possess knowledge and skills pertaining to customer service, program development and implementation.
- Computer skills in Word, Outlook, Excel, and email. Experience in RecTrac is desired.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Extensive knowledge and skills in the delivery of Adventure Education instructional experience for groups of all ages (elementary school to adult).
- Skills in program development, coordination and implementation for both on-site and outreach programs.
- Scheduling dates for Adventure Education groups and acting as customer liaison.
- Working knowledge of safety procedures for Adventure Education groups.
- Knowledgeable in ropes course safety, repair and maintenance.

**EDUCATION AND TRAINING:**

- BA in recreation or other related field preferred.
- Minimum of three years experience with delivering Adventure Education programs.

**ESSENTIAL JOB FUNCTIONS (DUTIES):**

- Facilitation of middle school, high school, adult and corporate groups.
- Follow office procedures for scheduling of groups and customer service.
- Internal and external customer service and communication skills are required.
- Assistance with design and implementation of Teams Course and High Elements training programs.

- Maintain the operational standards and procedures for the challenge course to include: gear replacement & organization, course inspections, course maintenance, and organization of supplies.
- Develop and assist with department goals and objectives as well as Irons Oaks goals and objectives.

**MARGINAL FUNCTIONS:**

- Clean up facilities and Adventure Center initiatives when programs are completed.
- Update manuals for Teams Development Course and High Elements.
- Create and or build new activities.
- Adhere to all policies and procedures outlined in the Personnel and Safety Manuals.
- Archive electronic waivers.
- Other duties as assigned.

**OTHER JOB REQUIREMENTS:**

- Evening, weekend and holiday work required.
- AED and CPR certification

**ENVIRONMENTAL CONSIDERATIONS:**

- Will be exposed to all weather conditions.

Date: May 2001

Updated: December 2005, December 2009, August 2011