



Job Title: Challenge Course Assistant Manager

Department: Athletics
Reports To: Challenge Course Assistant Manager
Grade: CA-17
Number of Days: 12 Months
Security Access: Helmzar Challenge Course
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Position Summary: To assist the Challenge Course Manager in directing the operations of a large, multipurpose Challenge Course consisting of a varied (low and high) group of adventure, team building, problem solving, communication, integrity, work, achieve more than they believe possible and ROPES activities. Clients include student leadership groups, at-risk and special needs students, community and corporate groups.

Minimum Qualifications:

- Bachelor Degree required Master Degree preferred
- Challenge Course experience
- Experience in education and willing to receive Oklahoma Teaching Certification or be willing to obtain certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist in training staff.
- Submit invoices through Munis, and collecting money from groups.
- General office duties, such as ordering office equipment, kayaking, challenge course equipment.
- Course understanding
- Cultural understanding of HelmZar Challenge Course
- Developing debriefing skills.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Previous Challenge Course operations and/or instructional experience preferred.
- ROPES course instructor certification required.
- Must maintain appropriate certifications and continue to seek further education in order to keep abreast of evolving standards in Challenge Course operations and technology.
- Must have CPR and First Aid certification.

- Must be capable of bending, stooping, climbing steps and lifting a minimum of fifty pounds.
- Kayaking/Sailing/Wilderness Trekking Program.
- Must demonstrate excellent organizational, time management, written and verbal communication skills.
- Must have the ability to facilitate and process groups with efficiency and ease.
- Must be flexible, patient and have strong initiative.
- Munis.
- Assists in training, certifies, supervises and evaluates course instructors.
- Assists in training, certifying, supervising, and evaluating all wilderness, kayaking instructors.
- Assists in managing all operations of the Challenge Course.

Supervisory Responsibility:

- Supervises
 - Part-time instructors in the absence of the Manager
 - Building custodian

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Working conditions will vary from an indoor/outdoor challenge course complex from lows to 55 feet off the ground
- The weather conditions can range from nice to inclement
- Work will be on land or water, sunny days, or during rain or snow

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