



## **Job Title: Challenge Course Manager**

**Reports to:** Director of Secondary Schools Athletics and Activities

**Department:** Teaching and Learning

**Compensation:** BG-06

**Overtime Status:** Exempt

**Date Job Revised:** July 8, 2014

**Position Summary:** Incumbent directs the operations of a large, multipurpose Challenge Course consisting of a varied (low and high) group of adventure, team building and ROPES activities. Clients include student leadership groups, at-risk and special needs students, community and corporate groups. Manager is responsible for developing curriculum that fully integrates the Course into the teaching and learning initiatives within Tulsa Public Schools.

### **Qualifications/Job Requirements:**

#### **Education:**

- Bachelor's Degree required.
- Master's Degree preferred.

#### **Specialized Knowledge, Licenses and Training:**

- American College of Sport Medicine Certification and prior training in physical fitness and wellness preferred.

**Experience:** Must have a minimum of 3 year's experience in the management and administration of a Challenge Course.

#### **Specific Training/Skills:**

- ROPES course instructor certification required; completion of advanced training is desired:
  - Advanced Skills and Standards
  - Advanced Adventure Based Counseling
  - Managing and Developing a Challenge Course Program.
- 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.

#### **Physical Requirements:**

- Must be capable of bending, stooping, climbing steps and lifting a minimum of fifty pounds.
- Must be able to climb 55 feet and negotiate all ROPES obstacles.

#### **Other:**

- Must demonstrate excellent organizational, time management, written and verbal communication skills. Must have the ability to facilitate and process groups with efficiency and ease.

**Scope of Authority:** \$75K budget

#### **Customer Contacts:**

- Internal

- District and School administrators
- School patrons
- Challenge Course instructors
- Maintenance and Technology support staff
- **External**
  - Community and Corporate groups
  - Regulatory and Trade associations

**Duties and Responsibilities:**

- Manages all operations of the Challenge Course. Coordinates required logistical support.
- Trains, certifies, supervises and evaluates course instructors. Coordinates advanced training as required.
- Develops curriculum that provides adventure and leadership education opportunities for all TPS students—especially at-risk and special needs.
- Prepares the Course for inspection and accreditation. Coordinates the general maintenance of the Challenge Course.
- Interfaces with the local community. Makes presentations and solicits support.
- Makes monthly reports to the Director of Secondary Schools Athletics and Activities regarding the number of groups and individuals using the course.