

# KAYAK PITTSBURGH SITE SUPERVISOR



- Compensation** Starting \$10.50/hr
- Employee Status** Seasonal, non-exempt  
(eligible for overtime after 40 hours)
- Location** - North Shore Pittsburgh  
- North Park Lake  
- Aspinwall Riverfront Park
- Hours** Full-time April – August, then possible reduction of hours in September & October, based on location and weather conditions.

**Venture Outdoors** is a nonprofit organization dedicated to connecting everyone to the benefits of outdoor recreation throughout Southwestern Pennsylvania. We provide a variety of activities that inspire an active lifestyle, promote the region's unique natural amenities, highlight its excellent quality of life, and foster a greater appreciation for the environment.

The **Kayak Pittsburgh Site Supervisor** is responsible for the daily management of Venture Outdoors' kayak, canoe and stand-up paddleboard rental concessions. This position manages the day-to-day business operations including customer service, staff oversight, evaluation of all rental activities, helping to ensure that the concessions provide an excellent experience for all customers and continue to be a noteworthy addition to the Pittsburgh community. Working in cooperation with other Venture Outdoors staff, the Site Supervisor fulfills Kayak Pittsburgh's goals and objectives as part of Venture Outdoors' overall mission of promoting outdoor recreation.

## **Responsibilities**

- Supervise the day to day operations of the kayak concession and its staff;
- Answer and return customer phone calls
- Maintain the efficiency of a concession with oversight from the Paddle Sports Manager
- Perform opening and closing responsibilities daily including the handling of cash and receipts
- Help train staff and enforce Venture Outdoors' policies
- Assist with other Venture Outdoors' activities, including but not limited to regularly scheduled programs
- Monitor concession activities and prepare report summaries
- Answer questions and sell Venture Outdoors memberships
- Attend biweekly meetings with Paddle Sports Manager

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- Be an ambassador for Venture Outdoors

## **Qualifications**

- Strong experience in risk management
- Strong administrative and organizational skills
- Customer focused
- Ability to work creatively and constructively with staff to create a team environment
- Excellent communication skills, both verbal and written
- High degree of motivation and initiative
- Interest in the preservation of outdoor recreation
- Willingness and commitment to uphold all Venture Outdoors' policies and protocols

## **Requirements**

- Minimum two years' experience in a management/supervisory position
- Must be able to pass FBI background check and obtain Act 33/ 34 Clearances (can acquire upon hiring)
- CPR and First Aid certification (can acquire upon hiring)
- Reliable transportation to and from work site and must be able to travel between locations as needed
- Must be able to repeatedly lift 50 lbs. over your head
- Must be available for mandatory pre-season trainings, including but not limited to Venture Outdoors' Outdoor Leadership Training and kayak specific trainings
- Must be available for weekend, evening and holiday hours

**Reports To:** Kayak Pittsburgh Paddle Sports Manager

**To Apply:** Please send cover letter and resume to [marcus@ventureoutdoors.org](mailto:marcus@ventureoutdoors.org) and indicate your desired work location in the subject line.

**Equal Opportunity Employer**