



P I T T S B U R G H

A project of **Venture Outdoors**

Title: *Kayak Pittsburgh Site Supervisor*

Reports to: *Kayak Pittsburgh Paddle Sport Manager*

Location: *North Shore, North Park, or Aspinwall*

Status: *Seasonal Full-Time, hourly, non-exempt*

Hours: *30-40 hours per week*

Salary: *Starting at \$10.50 per hour*

POSITION SUMMARY

*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.*

DUTIES AND 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 and coordinator.*
- *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 and Paddle Sport Coordinator.*
- *Assist in cleaning rental facilities to ensure a successful, professional and excellent experience for all*
- *Be an ambassador for Venture Outdoor.*

QUALIFICATIONS AND REQUIREMENTS

Qualifications include:

- *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 include:

- *Minimum of one 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 30 lbs.*
- *Must be available for mandatory pre-season trainings, including but not limited to Venture Outdoors' Outdoor Leadership Training and Kayak Skill Builders course*
- *Must be available for weekend, evening and holiday hours*

Please send resume and cover letter to kayakpittsburgh@ventureoutdoors.org and indicate your desired work location in the subject line.

Equal Opportunity Employer