

## LOCATION SUPERVISOR

### **Overview:**

The Location Supervisor works as a member of the Guide Management team to provide oversight to AOA's guide staff and support the goals and mission of the Guide Management department. The Location Supervisor will work at AOA headquarters during the off-season on all planning and preparation projects for the coming season in their assigned regional location along with guiding trips. During the busy operational season they will serve as the on-site supervisor at one of AOA's regional locations combining supervisory and guiding duties.

### **Remote Location Supervisors profile:**

- Seeking leadership opportunities in the organization
- Willing to work administratively during the remote location off-season
- Willing to focus on office and supervisory development over guiding
- Willing and able to balance field time with supervisory duties
- Excellent communicator with peers and management
- Able to stay organized and on top of supervisory duties and deadlines while balancing field work
- Proficient with AOA relevant Microsoft and Google software
- Represents the very best of company culture, quality, and personality

### **Job Duties:**

- Play by play review and update for assigned location
- Trip compliance review for assigned location
- Permit and date planning for assigned location
- Training planning, preparation, and scheduling for assigned location
- Deliver training for assigned location
- Plan any necessary scouting for assigned location
- Gear planning with Ops for assigned location
- Vehicle planning with Ops for assigned location
- New trip development
- Crisis management point of contact for assigned location
- Housing/Location planning for assigned location
  - Find and secure location for operations
  - Administer Regional Location rent plan
  - Organize and manage rooming assignments
  - Plan and manage parking and vehicle plan
- Supervise guide team in assigned location
  - Create schedule including all non-guiding tasks (shuttles, cleaning, Ops work, etc.)
  - Track team performance and stats
  - Time card approval
  - CC approval
  - Manage time-off requests
  - PTR processing
- Manage remote location
  - Setup and close of assigned location
  - Bulk purchasing of food and supplies
  - Inventory management
  - Trip paperwork print and prepare for guides
  - Cleaning and upkeep
  - Working with accounting to manage rent
  - Manage reasonable use of included utilities

- Document and report any guide-related damage to property or equipment
  - Meet weekly with Guide Manager
- Guide trips

**Schedule:**

- **250-400 hours per year in additional supervisory work**
  - 16 hours per week average in the busy season
    - Higher or lower based on circumstances and specific remote location needs
- **Field days dependent on your personal situation**
  - Guide Management team to discuss and outline this with applicants at each location

**Compensation:**

- While in the office: competitive hourly rate based on experience
- While in the field: competitive day rate based on experience

**Special equipment:**

- AOA issued Laptop

**Ideal Candidate:**

- 1+ year working as an AOA MDT guide
- 2+ years professional experience in guided adventure travel or related field
- Management or supervisory experience
- Expertise in at least one of the locations we operate in
- College level reasoning