

# Adventure 212°

## Adventure Zone Supervisor Job Description

**Job Title:** Adventure Zone Supervisor  
**Department:** Fitness Operations  
**Reports To:** Fitness Operations Manager  
**FLSA Status:** Hourly, non exempt  
**Prepared By:** Chris Rice  
**Prepared Date:** 9/22/2009

### Summary:

Provide leadership and direction for the daily operations of the Adventure Zone profit center. Position will oversee all programming aspects related to children's fitness to ensure quality and participation. Ability to market Adventure Zone programming and services to the Stevens Point community is essential.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Issues a quarterly needs analysis to local schools, youth groups, and organized sports teams to identify programming opportunities.
- Works with the Sales and Marketing Team to identify, approach, and directly market Adventure Zone services to local youth groups, schools, and organized sports teams based upon needs analysis.
- Develops ongoing, creative, and cost-effective programs to generate new membership and increase usage of the facility by current membership.
- Serves as the main sales and marketing contact for the Adventure Zone and is responsible for all internal and external marketing strategies.
- Creates relationships with local physical education teachers and coaches to promote the Adventure Zone services
- Is present and available **in the Adventure Zone** during the weekday operation hours (3- 8pm) at least 3 days of the week.
- Creates a monthly programming calendar focused on specific group activities facilitated by the Adventure Zone staff.
- Keeps accurate participation records for programming.
- Creates and implements a satisfaction survey to the members and parents each quarter to identify programming strengths and weaknesses.
- Creates monthly work schedules for the Adventure Zone staff.
- Works within a budget and creates a profitable department.
- Hires and trains staff according to the Adventure Zone coaches advancement document

### Supervisory Responsibilities

- Provides work direction to Adventure Zone employees.
- Maintain professionalism at work and when interacting with co-workers.
- Trains new employees and provides ongoing training for all Adventure Zone staff.
- Holds all employees accountable for their work performance, attendance, and conduct and reports any infractions to the Fitness Operations Team Leader.
- Implement an employee policies and procedures manual and update as needed.
- Evaluate staff on a quarterly basis and create specific actions plans to increase performance.
- Challenge the Adventure Zone staff to create and facilitate programming models for the children in the facility.
- Create and implement bi-weekly training modules to increase the staff's knowledge of children's health and wellness. Topics should include, but are not limited to; physical fitness, self-esteem, leadership, social interactions, and programming options for large and small groups.
- Collaborate with the Adventure Zone staff to create a programming binder with specific programming goals each week.

All inquiries regarding this position description can be forwarded to Christopher Rice, Adventure 212 Fitness Operations Team Leader, 715-343-0212 ext. 262 or [crice@adventure212.com](mailto:crice@adventure212.com).