**Anthracite Outdoor Adventure Area**

**The Anthracite Outdoor Adventure Area is entering it’s 11th season where we offer a premier and an extensive trail system for off roading enthusiasts. We have been named one of top ten destinations in the country for our hundreds of miles of diverse trails that keep families coming back year after year.**

**OPERATIONS STAFF**

Most positions are seasonal, but opportunities leading to year-round, part time are available.

**GENERAL DEFINITION**

OPERATIONS STAFF WORK UNDER THE DIRECTION OF THE OPERATIONS/LAND MANAGER, PERFORMING VARIOUS DUTIES ON AND OFF AOAA PROPERTY.

**DUTIES OF WORK** (AS SHOWN BELOW, BUT NOT LIMITED TO)

* EDUCATES CUSTOMERS ON AOAA RULES, REGULATIONS, AND POLICIES
* ASSIST CUSTOMERS TO HELP ENSURE THEIR EXPERIENCE AT THE AOAA IS SAFE AND ENJOYABLE
* ACT AS PARKING ATTENDANT TO MAXIMIZE PARKING LOT CAPACITY
* MONITOR ACTIVITY IN THE PARKING LOT – ENFORCE ALL RULES AT ALL TIMES
* SAFELY CROSS AND DOCUMENT RIDERS CROSSING TO THE WESTERN RESERVE AND RETURNING
* PROPERLY OPEN AND SECURE GATES IN A TIMELY MANNER
* VERIFY WRISTBANDS OR ANNUAL PASSES AT ALL TIMES
* REPORT ANY USER FAILING TO COMPLY WITH STAFF MEMBERS DIRECTIONS TO FOLLOW RULES AND REGULATIONS
* TRAIL AND PROPERTY MAINTENANCE
* LAWN CARE, LANDSCAPING, SNOW REMOVAL, AND TRASH PICK-UP
* CONTROL MOVEMENT TO TRAIL SYSTEM BY DIRECTING RIDERS ON TO PROPER ACCESS ROADS
* ENSURE OVERALL SECURITY OF AOAA PROPERTY AND ASSIST WITH CAMERA SYSTEM, INSTALLING GATES, BARRICADES, AND SIGNAGE
* ACT AS FIRST RESPONDER TO INCIDENTS ON AOAA PROPERTY
* ASSIST WITH GREETING CUSTOMERS TO PROMOTE AN EFFICIENT CHECK-IN PROCESS
* OPERATE VARIOUS VEHICLES AND MACHINES TO INCLUDE BUT NOT LIMITED TO ATV, SXS, PLOW TRUCKS, BOBCAT, EXCAVATOR, DUMP TRUCK, RIDING LAWNMOWER, FARM TRACTOR
* OPERATE VARIOUS EQUIPMENT TO INCLUDE BUT NOT LIMITED TO CHAINSAW, WINCH, PUSH MOWER, AND STRING TRIMMER
* FILE REPORTS WHEN NECESSARY
* PARTICIPATE IN TRAINING PROGRAMS
* MAINTAIN VEHICLE FLEET; FUEL, OIL, WASH, MINOR REPAIR
* MAINTAIN GARAGE/SHED AND MOTOR POOL AREA
* PERFORM OTHER ASSIGNED DUTIES AS DIRECTED
* GAIN THOUROUGH KNOWLEDGE OF AOAA RULES, REGULATIONS, AND POLICIES
* WORKING KNOWLEDGE OF OCCUPATIONAL HAZARDS AND SAFETY PRECAUTIONS INVOLVED IN THE SECURITY OF THE AOAA PROPERTY, BOUNDARIES, AND RELATED FACILITIES
* UNDERSTAND AND FOLLOW VERBAL AND WRITTEN DOCUMENTS
* ABILITY TO COMMUNICATE IN VERBAL AND WRITTEN FORM
* WORK INSIDE AND OUTSIDE; ALL WEATHER CONDITIONS
* WORK WEEKENDS, HOLIDAYS, VARIOUS HOURS AND SHIFTS
* ABILITY TO PERFORM TASKS IN A MANNER TO ENSURE THAT INJURY IS NOT CAUSED TO SELF OR OTHERS AND THAT PROPERTY IS NOT DAMAGED
* ABILITY TO WALK, CLIMB, STOOP, STAND, OR SIT ON ALL TYPES OF SURFACES AND TERRAINS, FOR EXTENDED PERIODS OF TIME, WITH COORDINATION, DEXTERITY AND IN A SAFE, PRUDENT, PROFESSIONAL MANNER
* ABILITY TO LIFT UP TO 70 POUNDS
* ABILITY TO REGOGNIZE, IDENTIFY, AND REPORT ANY UNUSUAL OR UNSAFE CONDITIONS IN WRITTEN OR VERBAL FORM
* ABILITY TO WORK INDIVIDUALLY OR WITH OTHER STAFF
* ABILITY TO ACCOMPLISH TASKS IN A TIMELY MANNER WITH NORMAL SUPERVISION
* ABILITY TO ACT AS A REPRESENTATIVE OF THE AOAA BY PROVIDING GOOD CUSTOMER SERVICE, PROMOTING A SAFE RECREATIONAL ENVIRONMENT BY ENFORCING AND UPHOLDING THE RULES, REGULATIONS, AND POLICIES OF THE AOAA