



HAWKS NEST CANOE OUTFITTERS

www.hawksnestcanoe.com

Corporate Office
1761 County Rd. C
St. Germain, WI 54558
1-800-688-7471

info@hawksnestcanoe.com

Eagle River Location
6141 Hwy 70 West
Eagle River, WI 54521
715-479-7944

Manitowish Waters Location
263 U.S. Hwy 51 N
Manitowish Waters, WI 54545
715-543-8585

Manager Definition:

Under supervision of Dave or Sue Pucci, Hawk's Nest Owners, you will be 18 years of age or greater with a clear driving record. You will provide leadership and functional supervision to a commercial recreation service where you will work with service participants and a staff averaging four to five members. You will be able to lift weight repetitively and perform related work as required. Employment dates: approximately May 15 through August 31.

Examples of Key Duties:

- Monitors and directs or performs day-to-day operations of the service to ensure that policies and procedures are being followed, that goals and objectives are met, and that services and projects are being accomplished efficiently and effectively; take corrective action as necessary and, where subordinates are present, may relieve them of the most difficult, sensitive or controversial projects within the program.
- Performs complex administrative duties requiring oversight, attention to detail and analysis; to include staffing and operational needs.
- Communicating with people outside the organization, representing the organization to customers, the public, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Willingness to work evenings, weekends, or other irregular hours, and, as necessary, to make and receive contacts by telephone and in person efficiently and effectively during irregular hours.
- Possession of personal characteristics that create and maintain interest and enthusiasm with public and private groups and individuals of all ages.
- Managing multiple tasks, often with competing deadlines
- Providing leadership and motivating staff
- Making effective presentations to individuals and groups
- Communicating effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use and care of materials and equipment.
- Performs other duties of a similar nature or level.

Canoeing • Kayaking • Tubing • Camping • Complete & Partial Outfitting • Shuttle Services



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Physical Capabilities:

- Physical strength and ability to lift up to 60 pounds.
- Stamina to occasionally stand and walk for a minimum of four hours.
- Agility, for example, to climb equipment including, but not limited to canoe trailers.
- Ability to proficiently use standard office equipment, including a computer, phone, answering machine, cash register and credit card machine.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.

Other:

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.