

Job Title: Recreational Activity Coordinator and Booking Specialist

Are you looking for a fun and exciting career in recreation?

We are looking for a person to help with our front desk operations which also include helping with our tours in the field.

This position has various duties including booking clients, helping with customers and tours and to do various jobs as needed that may include inspecting and cleaning gear, maintaining inventory, developing marketing strategies. Must be willing to work flexible schedules.

Duties include:

Maintaining tour guide schedules.

Help in developing tours and descriptions online.

Book tours with clients.

Greeting and welcoming customers.

Informing customers about the itinerary for each tour.

Planning itineraries in accordance with weather forecasts and the length of each tour.

Planning alternate activities if cancellations, closures, or weather prohibit you from attending scheduled events.

Gathering and maintaining the requisite equipment for each tour.

Familiarizing yourself with the layout and history of the region or establishment in which you will be working.

Familiarizing customers with each region or establishment.

Retail Sales.

Manage e-mail campaigns.

Manage Update websites.

Manage social media.

Requirements:

Associates Degree.

Outdoor enthusiast.

Team oriented.

Outstanding organizational, time management, and improvisational skills.

Physically fit – Able to participate in various outdoor activities such as kayaking, backpacking, snowshoeing, cycling and hiking.

Proficient computer skills.

Some knowledge in website management.

Know how to operate Word, Excel and E-mail programs.

Good communication and customer relation skills.

Must be willing to work flexible schedules.