

Job Description: Adventure Missoula Logistics Assistant

Position: Seasonal, 11 weeks, 40 hours a week (Mid June – Late August) Roughly: 440 hours

Pay: \$10/hour plus customer tips

The Logistics Assistant with Adventure Missoula is an important and dynamic position. The working environment is energetic and fast-paced, especially during the summer. Successful staff members thrive in that environment by being self-motivated and by working with existing team members (owners, raft guides, fishing guides) to develop effective communication and organizational skills.

Main responsibilities include picking, packaging, and getting lunches ready when needed for trips. The Logistics Assistant will also organize and clean gear, transport customers, take care of vehicles, clean the shop, water the produce in the garden, and keep the shop running smoothly. The Assistant needs to be able to clearly and effectively communicate with customers and guides regarding trip details, shop equipment, and safely transport customers in company van to and from the shop to Missoula.

Other daily duties include organizing equipment, weeding garden, cleaning vans, gassing them up, keeping the shop organized and checking trip schedules, and helping to pack up the guides/staff. You should be able to lift 50 pounds and be comfortable working with web-based and Microsoft computer programs, google calendar, and basic mechanical tools.

Although not required, a background in outdoor recreation is helpful. Experience rafting, kayaking, or fishing is also helpful, but not required. We are willing to train a trustworthy candidate that displays the right temperament and personality for this position but lacks some of the desired experience. Location of Office: 232 Daigle Lane, Alberton, MT 59820

The rewards of working at Adventure Missoula include a flexible schedule, working outside at an exciting work environment, being an integral part of our team and the opportunity to have a visible impact on the business if considering this field for the future.

This is a seasonal position, pay range is \$10 per hour, determined and based on related experience. The schedule can be flexible and could be perfect for an active student. We offer a bonus structure for all our staff which includes access to gear, training on whitewater, and experience with outdoor business management.

Due to the safety and security needed at the shop and transporting customers, the minimum requirements for this position are:

- Minimum age of 21
- Current valid state issued driver's license without citations
- Preferably live within a 40 minute distance of location
- This is an as needed position where you get to set your own hours of availability depending on need and the week

Please email resume, one page cover letter, and 3 references to: Sara Forsythe, Adventure Missoula

adventuremissoula@gmail.com

406-813-0595

www.adventuremissoula.com