



**Coeur d'Alene Adventures  
Adventure Missoula**

(208) 918-2082

Contact: Jared and Sara Forsythe, Owners

**Outdoor Recreation**

**Business Management Assistant (Mid June - Late August)**

(Excellent customer service and social personality needed)

Seasonal Position: Roughly 11 weeks, 40 hours - \$10/hour

The Business Management Assistant position available seasonally will provide valuable work experience for a student pursuing a degree in Outdoor Recreation Management or Business in the Outdoor Recreation field. Operating since 1976, we are the oldest rafting company and tourist outlet for the infamous Alberton Gorge Rafting area on the Clark Fork River. CDA Adventures books trips for locals and tourists May - September for the Coeur d'Alene, Spokane, and Missoula, Montana areas. Adventure Missoula is situated on the beautiful Clark Fork River in Superior, Montana and focuses on whitewater rafting, fly fishing, and combination trips for outdoor enthusiasts and families. The Business Management Assistant each summer at CDA Adventures and Adventure Missoula works with a team of staff, guides, and owners on a variety of projects throughout the three summer months of June, July, and August. Both companies are eco-friendly and paperless. Knowledge of basic management processes, customer booking, computer software, computer hardware, customer service experience, smart phone, and data constructs are necessary to carry out a handful of projects.

**The following projects will be implemented this summer:**

- Scheduling guides, customer trips, and staff
- Operating our Blog, Facebook, and Mailchimp platforms.
- Tracking populations of persons served, participants on trips, and helping staff use our reservation system to better track the flow of trips.
- Optimizing the use of our subscriptions and access to web exposure
- Some Coeur d'Alene raft prep for trips, answering phones, and basic marketing as needed

Both companies are young, vibrant, and steadily growing businesses. Both businesses are busy and bustling seven days a week during the summer.

**Hours: 8-6pm 4 days per week (40 hours per week)**

**Position pays \$10/hour**

Office Location: 232 Daigle Lane, Alberton MT 59820

**Requirements and Benefits:**

Guide or outdoor experience a plus and option to learn available  
Must include cover letter, resume, and three references with application  
Must be 21 years of age - Must have a valid driver's license  
Must have a cell phone and personal computer  
Some knowledge about area fishing, river, basics of white water and river safety, outdoor activities, etc.  
Access to all activities offered as available