



# RESERVATIONS STAFF

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## JOB REQUIREMENTS

Maine Sport Outfitters is seeking outgoing and energetic individuals to fill several reservations staff positions for the 2019 summer season. These positions offer those with the right qualities an exciting and rewarding opportunity to work in the field of outdoor recreation and adventure travel.

## RESPONSIBILITIES

Responsibilities would include, but are not limited to:

- Taking and processing daily trip and course enrollments and equipment rentals both in person, through email, and over the phone.
- Answering phone inquiries and responding to customers in store regarding the Outdoor Program offerings.
- Communicating important trip and rental information to participants by phone and email and informing guides and instructors of special requests, dietary restrictions, etc.
- Assisting guides and instructors with various aspects of trip preparation including loading and sizing equipment to clients and coordinating transportation arrangements.
- Cash register operation, data entry, processing mail, and keeping detailed records of program enrollments and equipment rentals.
- Assisting customers and Outdoor Program participants with minor product purchases relevant to Outdoor Program trips and courses.
- Safely loading, unloading, and tying down kayaks, canoes, and SUP's, bikes onto MSO vehicles, trailers, and customer vehicles.
- Cleaning and general maintenance of Outdoor Program vehicles, trailers, canoes, kayaks, SUP's, bikes and related equipment on a daily basis.
- Maintaining a neat and orderly equipment area and assisting in other areas of operation as needed.

## APPLICANTS MUST POSSESS:

- Excellent communication, phone, and writing skills
- Strong interpersonal skills
- Knowledge of the local area, paddling and biking
- Strong organizational skills
- Ability to handle multiple tasks
- A willingness to be challenged

## MAINE SPORT OUTFITTERS OUTDOOR PROGRAMS OFFERS :

- Competitive hourly wage
- An exciting, fun, and healthy work environment
- Free Rentals!
- Discounts on gear and products

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For more information, please send your resume, cover letter, and an application to:

[programs@mainesport.com](mailto:programs@mainesport.com)

Or call

207.236.8797