



Hawk's Nest Canoe Outfitters

2018 Job Description

We are seeking staff members who thrive working with people on a personal level. Ideal candidates are highly motivated, empathetic, have an excellent work ethic, a flair for problem solving and creative thinking skills. You must have a love and knowledge of the out-of-doors, including camping, canoeing, fishing and other related activities.

Duties include, but are not limited to:

- customer interaction booking trips, services and outfitting
- providing basic watercraft and safety instruction
- assisting customers with canoes, kayaks, tubes and rafts
- providing customer shuttle services
- becoming an integrated team with four or five other staff members accomplishing daily duties
- logistically transporting canoes, kayaks and other camp equipment
- providing waterfront safety as customers embark and disembark from their adventures
- a wide variety of equipment maintenance procedures
- logistical duties required for the day to day operation of a 1st class facility
- estate maintenance as required to provide a safe, attractive environment for Hawk's Nest customers and visitors

Physical Capabilities:

- 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
- proficient use of 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

Work Hours:

- usually work 8 – 9 hours per day 5 – 6 days per week, weather permitting.
- many weeks you will work 6 days
- on a rotation basis, one or two employees will start and end work later than the rest of the staff but you will get a full 8 hour work day

Accommodation Cost:

- If you choose to stay in onsite housing, approximately \$60.00 per week will be deducted from your pay check to cover the cost of housing and utilities: electricity, heat, and water.
- **This charge does not apply for students doing internships.**

Other:

- 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 or on Hawk's Nest properties.
- 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.

Staff members must be 18 years or older and have no DUI's on their driving records.

All applicants must provide their birth date, driver's license number, and social security number for insurance background checks prior to gaining permission to operate our company vehicles.

Please visit our website www.hawksnestcanoe.com

Call 1-800-688-7471

Email - info@hawksnestcanoe.com

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