



Front Desk

Summary: This full-time or part-time seasonal position is responsible for answering the phone, accepting payment for programs, and scheduling guests in accordance with the scheduling manager. Specific duties are detailed below.

Location: Hammerman Beach

Minimum Qualifications:

- 16 years of age
- Current First Aid and CPR/AED certifications
- Ability to provide own transportation
- Knowledge and experience with Microsoft Office and Google products

Desired Qualifications:

- Knowledge and experience with QuickBooks software
- Previous knowledge of water sports

Overview of Duties:

1. Set-up office and computer for start of daily operations
2. Activate, test, and put all radio in dry bags for the day
3. Answer questions regarding programs
4. Accept registration, payment, and refunds for programs
5. Complete End-of-Day and Daily Business Report (DBR)
6. Fit guests properly for PFDs, paddles, kayaks, and paddleboards
7. Explain boundaries and suggested routes to all guests as needed
8. Meet guests returning from excursion return collateral
9. Assist with weekly site safety checks
10. Display a constant positive attitude toward guests and staff
11. Reports to Site Operations Manager and General Manager

Salary and Benefits: Approximately 20-45 hours per week. Compensation is paid on an hourly basis commensurate with experience. Payment occurs on the 15th and last of the month. One week of unpaid vacation is allotted between Memorial Day and Labor Day.