



**Coeur d'Alene Adventures
Adventure Missoula**
(208) 918-2082

Contact: Jared and Sara Forsythe, Owners

Outdoor Recreation

Business Management Assistant (Late June-August)

(Excellent customer service and social personality needed)

Apply by April 20th, 2018

The Business Management Assistant position available in the summer of 2017 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, Adventures with Western Waters is 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. Adventures with Western Waters 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 Western Waters 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 some flyering 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. The schedule is flexible for a student or for someone who may have other employment. **Hours: 7-6pm 3 days per week (33 hours per week) or \$270/week**
Position pays \$8/hour with down time in between phone calls/work duties
Position can be carried out once trained from home office

Requirements and Benefits:

Guide experience a plus and option to learn available
Must include resume and three references with application
Must be 21 years of age - Must have a valid drivers license
Must have a cell phone, computer, and wireless internet at home
Some knowledge about area fishing, river, basics of white water and river safety, outdoor activities, etc.
Access to all activities offered as available