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[www.altamons.org](http://www.altamons.org)

## Guest Services Intern Job Description

### Minimum Qualifications

- Must have some college experience
- A desire to learn about the guest services operations of a camp and retreat center
- Business and hospitality course studies are a plus

### Responsible to

Guest Services Coordinator, Executive Director

### Job Duties

1. Follow all established COVID procedures as developed by Alta Mons.
2. Work alongside the Guest Services Coordinator learning guest services. This includes:
  - Welcoming guest groups to the property
  - Facilitating tours for prospective and current clients
  - Writing contracts for guest groups
  - Taking campground reservations
  - Data entry (Hiker Numbers, Summer Camp Registrations, Booking Information)
3. The Guest Services Intern will become familiar with the various program and lodging options of Alta Mons and will learn to effectively market those to potential guests.
4. Over the course of the summer, the Guest Services Intern will learn more about the day to day operations of a non-profit organization. They will work with QuickBooks, Zoho and Google Drive.
5. The Guest Services Intern will help with day to day tasks as they arise. This may include cleaning, housekeeping, and kitchen work. All other duties as assigned.

This position will run from mid-May 2021 (pending class schedules) to August 6, 2021. It is a paid position. On site housing is available. Meals will be provided when food service is offered. For more information, please contact the Executive Director, Ronda Wimmer, at [office@altamons.org](mailto:office@altamons.org) or 540-268-2409. Applications are available online at: <http://www.altamons.org/summer-staff>