



GLACIER PARK

EAST GLACIER PARK, MT.

FRONT DESK ASSOCIATE

Host information

Our centuries-old legacy of inspiring guests in Glacier National Park is founded in our deeply-rooted connection with these iconic places. Our globally diverse team shares a passion for adventure, a genuine understanding of what makes these places so unique and an authentic desire to play host to the world.

We have a powerful story to tell. We host guests in majestic lodges and lakeside cabins. Nourish weary adventurers with locally-sourced offerings. Help travelers to uncover the cherished keepsakes of their western adventure. Most importantly, we are the compass of adventure—welcoming guests to our backyard and sharing the little-known secrets of these iconic places. We do all of this with a deep respect for the place we call home.

Our five lodging properties in and around Glacier are the perfect base camps for exploring this bucket-list destination. A sense of openness and adventure resounds in those who call this place home.

Our team is diverse—from across the US and beyond. Our team members come here to embrace the extraordinary. To watch the sun rise and set each day in a place that, for many people, exists only in their imagination. We are a community of people who say ‘yes’ to adventure time and time again. To be a part of the #pursuitlife and live each day with purpose, turning moments into memories.

Offering a \$500 travel stipend paid on first check – applicable taxes apply.

\$14.50/day low-cost housing & meal plan at this location.

Host Website: <http://www.jobsinglacier.com>

Site of Activity: Glacier Park by Pursuit Glacier Park Lodge

Parent Account Name: Pursuit

Host Address: 3 Going to the Sun Road St Mary, Montana, 59417

Nearest Major City: Kalispell, Montana, Over 50 miles away.

Placement information

Job description: Your daily pursuit is welcoming our guests and helping them have the most comfortable Glacier adventure possible!

What perks can you expect in this role?

- Work in a dynamic, culturally diverse team from around the globe.
- Seasonal work experience in a historic hotel setting in an iconic, unforgettable, and inspiring locations.
- Full-time work of 35+ hours weekly across the summer season.
- Excellent options for discounted meals and lodging, including further discounts for returning team members at certain locations.
- The chance to work in an inclusive culture and make life-long friends.
- Opportunities for career growth or future work at other Pursuit locations.
- Access to one of the world’s most beautiful and iconic National Parks.

What will you do in this job?

- Greet guests in a welcoming and enthusiastic manner.
- Register and assign rooms to guests, maintaining knowledge of availability for walk-in guests.
- Communicate with housekeeping to update the status of room readiness, arrivals, and departures.
- Offer guests information about available services, points of interest in the park and surrounding area, and entertainment options.
- Offer assistance to guests and teammates where needed.
- Be a utility player who can complete a variety of job duties.



What skills and experience do you need for this job?

- Previous Front Desk experience strongly preferred.
- Work-ethic and commitment to the team and guest is key.
- Be willing and able to work solo or as a part of a larger team.
- Be committed to Safety First and the highest quality of cleaning & sanitizing standards.
- Be organized with a great eye for detail.
- Be kind to others and always bring your best.
- Be a good communicator, always suggesting ideas and solutions.
- Be helpful and friendly, willing to go the extra mile.
- Be relaxed, flexible and able to handle a few curve balls.
- Be ready to have fun!

What will your work environment be like?

- Beautiful. You'll work in iconic, unforgettable and inspiring Glacier National Park. You'll see amazing scenery and wildlife. You'll participate in team events – and fun!
- Independent. You'll spend your days in and around historic hotels, lodges and cabins.
- Balanced. Glacier Park Collection is a non-smoking, drug-free environment.
- Remote. Our home is filled with trees, lakes and blue-bird skies; rather than buildings, freeways and smog. Connect with friends around a bonfire instead of through Wi-Fi.
- Busy. You need to be prepared for a physical working environment with walking, stair climbing, bending, reaching, lifting (up to 50 pounds with assistance) required.

Typical Schedule: A typical work week is 5 days on and 2 days off. Front Desk Associates may work a combination of morning and afternoon shifts with an average of 35 hours per week.

Seasonal changes to job duties or available hours: Yes

July and August are our busiest months. Help in other areas may be required early and/or late season.

Drug Test required: No

Compensation

Hourly Wage: \$13.5

Eligible for Tips: No

Estimated weekly wages including tips: \$540

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week: Guest visitation

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy: Yes, paid after 40 hours

Job requirements

English Level required: Advanced

Required to be 21+: No

Previous Experience required: Yes. Previous guest service experience required. Hotel front desk experience preferred.

Qualifications & Conditions:

Lifting

Lifting requirement: 25lbs/11kgs

Description: Job requires constant standing and some walking. Job may require assisting with luggage and lifting in excess of 25 lbs. Job may require the use of stairs, while assisting guests with luggage and requests. Elevators are not present.

Standing for entire shift

Job Training required: Yes

Length of job training: 4-5 days and/or on-the-job

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements: Must successfully complete all company provided job training.

Need to wear uniform: Yes

Uniform Policy: Staff are required to wear a uniform specific to their job. Pursuit provides work shirts and job-related accessories. Specific pants, shoes, and accessories must be provided by the team member. Details provided after hire.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description: Staff are required to wear job-specific uniform, name tag, and adhere to company appearance standards.



Cultural opportunities

Types of Cultural Opportunities: Company Parties, Holiday Events, Potlucks or Dinners, Shopping Trips, Trips to Nearby/ Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Sporting Events, Movie or Game Nights.

Additional Details about Cultural Offerings: The mountains, lakes and streams are our playground. Each day is packed with moments ripe for memories - crushing miles on the trail, bagging peaks, swimming in ice-filled pools, fishing & rafting the river and kayaking lakes. We also offer a fun-filled activities program for our team.

Housing and transportation

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description: We live in a remote, rural area. Staff housing is shared communal living and is dorm-style. Expect to have at least one roommate and share the housing with more team members. Bedrooms include a single-size bed (sometimes bunk beds), drawers and hanging space for clothes, and may include a chair, desk, and other amenities. All housing is within walking distance to work. No cooking facilities are available in staff housing. All meals provided in Employee Dining Room (EDR). Limited Wi-Fi is available. TV & air conditioning is not available. Bed & bath linens are provided at no charge (sheets, blanket, pillow, towel).

Lease Agreement: Yes

ONSITE AMENITIES:

WiFi: Yes. In select areas only. Speeds may be slower than at home.

Phone Service: Yes. Phone access for emergencies and to contact CIEE is available in the manager/General Manager office. Cell phone service is limited in Glacier National Park. Verizon is the preferred service.

Kitchen facilities: Yes. No cooking facilities are available to staff. All meals are provided in the Employee Dining Room (EDR).

Laundry facilities: Yes. Shared laundry facilities are available on-site. No additional cost.

OCCUPANCY REQUIREMENTS FOR PROVIDED HOUSING:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description: Roommate requests should be made with Nicholas Berry (nberry@pursuitcollection.com). Requests are taken on a first-come, first-served basis as available. Couples housing is very limited and cannot be guaranteed. Unless requested, bedrooms/bathrooms are single-sex.

PROVIDED HOUSING COST:

Required to Pay for Provided Housing: Yes

Cost per Week: \$101.5

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

TRANSPORTATION TO WORKSITE:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is at work site

Arrival information

Arrival Instructions: There are two options for your arrival to Glacier National Park.

1. Glacier Park International Airport (FCA): this is a small airport and an overnight stay at a local hotel (see "suggested after-hour accommodation") is likely due to limited flights. Flying directly to Glacier is best for students arriving from Europe.

• Arrivals before 2:00pm (14:00) should arrive 1 day (Sunday/ Tuesday/Thursday) prior to your scheduled check-in date (see job offer). Please schedule a same-day shuttle with the People & Culture Department and remain at the airport until the shuttle arrives at approximately 2:00pm (14:00).

• Arrivals after 2:00pm (14:00 hours) should arrive 2 days (Monday/Wednesday/Saturday) prior to your scheduled check-in date (see job offer). You must stay 1 night at a local hotel. Please schedule a next-day shuttle to the Park with the People & Culture Department.

2. East Glacier Park, MT Amtrak Station (GPK): (fly to Seattle, WA) and travel by overnight train to Whitefish, MT. This is a fast, economical travel option and works best for students arriving from Asia. If traveling by train, plan to arrive one day before your work start date. Check out train tickets at www.amtrak.com.



Staff will report to the check-in room at Glacier Park Lodge for orientation prior to starting work. Orientation is held at **0900** on **Tuesday/Thursday**.

Shuttle assistance is necessary for transport from the airport or local hotel. Please send your full travel itinerary to Nicholas Berry (nberry@pursuitcollection.com) at least two (2) weeks prior to your arrival.

Suggested Arrival Airport:

Glacier Park International Airport, FCA, Over 50 miles.

Estimated cost of transportation to worksite from suggested airports:

\$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Grouse Mountain Lodge

2 Fairway Drive

Whitefish, Montana 59937

\$75 to \$100

Training and onboarding

Pre-Arrival Onboarding:

Yes

Participants will be asked to complete a profile in our application system for better communication as well as pre-arrival on-boarding for Payroll in ADP. Links and additional information provided post hire.

SOCIAL SECURITY NUMBER:

Require participants to apply for SSN before arrival at worksite:

No

Details about how to apply for Social Security Number: The People & Culture team will schedule a Social Security visit for you approximately 2 weeks post arrival. Shuttle transportation will be coordinated with your Location General Manager and People & Culture.

Nearest SSA Office:

Kalispell, Montana, Over 50 miles

OTHER:

Wage Payment Schedule: You will be paid bi-weekly (every other Friday). Direct deposit to a company provided pay card is the preferred option (easy access to money during summer and at home). Pay may also be deposited into an American bank account if you have one.

Meal Plan:

Mandatory

Estimated Cost Per Day:

\$7.5

Meal Plan Description: Participants receive 3 meals a day (breakfast, lunch, dinner) during standard meal periods, plus access to drinks, snacks, fruit, and sandwich fixings in the dining room anytime between meals.

Provide Certificates/Performance Evaluations:

Yes

Hire in Groups:

Yes

Maximum Group Size:

Grooming Requirements: We strive to provide an exceptional experience to each guest we meet. While we value each team members individual creativity and personality, we expect all staff to arrive to work with a well-groomed, professional appearance. This includes wearing the appropriate uniform for work, presenting a moderately conservative and hygienic appearance. Large/excessive piercings and/or tattoos, unnatural hair colors, extreme hairstyles, and unkempt facial hair do not exemplify a professional appearance.

Second Job Availability:

Yes, likely

Applicable Company Policies:

- We meet 3.5 million guests each summer - our businesses are busy. Each team member should expect to work an average of five days per week, and around 35-40 hours. Most staff work a combination of shifts. Although our managers do their best to accommodate special scheduling requests flexibility is key. Early and late season can be a bit slower and offer greater opportunity for special requests.
- Our guests' experience is important and must be our focus. You won't need a cell phone to do your job, so plan to leave it at home while working.
- All Pursuit buildings are smoke-free. Designated smoking areas are available for use by staff and guests.

Community amenities

Walking Distance from Worksite: Food Market, Post Office, Restaurants.

Walking Distance from Housing: Food Market, Post Office, Restaurants.

In Town, Requires Transportation: Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Public Library.

Unavailable: Internet Cafe