



ABOUT THE RESORT AT PAWS UP

The Resort at Paws Up is America's premier luxury ranch resort. Set on a 37,000-acre ranch, Paws Up embodies the spirit of the American West with constant innovation and evolution to deliver the quintessential luxury experience for affluent and influential travelers from all over the world. It's a family-owned and award-winning destination that truly inspires.

The Activity Manager assists the Director of Activities in planning, organizing and executing all aspects of the Activity Program at The Resort at Paws Up. The Activity Manager ensures that each activity and activity guide is prepared according to the Activities Department's standards. The Activity Manager will work closely with the Director of Activities to ensure the continued success of the Activities Department.

The position of the Activity Manager is a highly responsible and challenging role, suitable for those that have proven experience in leadership, communication, time management, scheduling, conflict resolution, safety and organizational skills. This is a high-pace work environment and the candidate must be adept to changes at the last minute.

PRIMARY DUTIES AND RESPONSIBILITIES

- Promote The Resort at Paws Up activities across property and to all guests.
- Schedule team members according to volume of business; understand how to flex when necessary to meet labor expectations; ability to adjust daily operations to be in line with budget.
- Manage recruiting, hiring, training and developing Activity Guide team members; plan and provide training and guidance daily, weekly and monthly.
- Interact with team members, guests, management and ownership in a professional and caring manner.
- Provide knowledge of Activity Program, procedures and prices to inform other departments and guests regarding program.
- Assign team members to daily activities.
- Work closely with other departments on providing effective communication, planning and organization to ensure all activity needs are met.
- Provide a level of service that meets the highest standards in the hospitality industry.
- Oversee team members to ensure the department-practice consistency.
- Maintain and motivate Activity Guide team members.
- Communicate with the Activity Manager on all pertinent program information.
- Create weekly departmental work schedules.
- Be a decisive team leader, offer experience developing and motivating team members and provide effective training programs. Create and maintain an environment that addresses the personal and professional needs of all team members through the mission and culture of the company. Monitor and communicate performance of all team members.
- Ensure activities team members maintain the performance factors established in their respective job descriptions, including attendance, teamwork, initiative and productivity.
- Achieve the highest possible guest satisfaction.
- Monitor personal and team hours to responsibly control and fairly distribute approved overtime when necessary.

- Assist in equipment maintenance and care.
- Assume responsibilities and tasks when Director of Activities is out of the office.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in related field
- 3+ years of direct management experience, including managing team members and being accountable for operations.
- Demonstrated experience working with various types of activities, i.e., mountain biking, fly-fishing, ATV rides, etc.
- Experience working at a resort, club or similar type of property.
- Valid driver's license and the ability to meet company driving policy.

WAGE:

\$40,000.00 to \$45,000.00+ per yr.

The position offered is full-time and year-round—located in Greenough, Montana. The Resort at Paws Up offers great benefits including:

- Medical, dental, vision
- 401K
- Complimentary meals
- Employee discounts on merchandise
- Employee activity discounts
- A great work environment in a beautiful luxury resort setting

For more information about Paws Up, visit www.pawsup.com.