



Job Posting

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.

We are currently hiring for the position of Director of Activities. The Director of Activities ensures the success, overall design, and daily management operations of The Resort at Paws Up Activities department. The Activities departments encompasses: On-Ranch Outfitting- includes rafting trips, fly-fishing guides, skeet and trap shooting, archery, ATV guides, water activities and more; Equestrian department- arena lessons, cattle-drives and horseback riding; and Kid's Discovery Corps- included opportunities and features of guests under the age of twelve.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide creative development of the overall recreation programming for guests, including design and scripting of all tours, rides, floats, rentals, and experiences.
- Coordinate activities with other departments such as marketing (brochures, web-site), food & beverage (trail lunches & dinners, snacks, beverages), and rooms division (reservations bookings, availability, credit checks, guest information) as needed.
- Implement an Operating Budget for the Equestrian program, On-Ranch Outfitting operations with a goal of maximum efficiency and in accordance with resort standards.
- Secure and maintain all necessary equipment as well as support gear needed to operate the department, including all vehicles, and maintain accurate service records.
- Develop and implement safety procedures, including minimum age requirements, and specific use guidelines for all activities.
- Develop annually the resort activity menu and one-sheet for distribution to guests via email, website, and print methods.
- Manage operational and administrative functions to ensure functions of Activities is delivered efficiently.
- Partner with resort departments to ensure the experience of the guest exceeds their expectations and create a personalized memorable experience.
- Improve service by communicating and assisting to understand and guest needs, providing guidance, feedback, and individual coaching when needed.
- Manage operational and administrative functions to ensure specific projects are delivered efficiently.
- Schedule staff 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 the budget.
- Recruit, hire, train and grow exceptional On-Ranch Outfitting, Equestrian and Kid's Discovery Corps team members.
- Provide day-to-day guidance and oversight of team members; actively promote, train, coach, and recognize performance.
- Maintain flexible hours to accommodate guest needs, due to the cyclical nature of the hospitality industry; Position requires full availability including evenings, weekends, holidays or as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in Recreation or Hospitality Management; or related field of study
- Minimum 3 years' experience in Recreation Management
- Proven ability to lead and manage a team of 60+ team members
- Minimum of 3 years' of demonstrated experience with managing competing priorities and complex staff assignments
- Competent in many aspects of outdoor recreation activities
- Excellent customer relations, communication skills, and organizational skills
- Knowledge of world class hospitality and service management
- Valid certification in CPR, first aid or higher level medical training
- Valid Driver's License with ability to meet company driving insurance policy

The position offered is Full-time, Year-round located in Greenough, MT. 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

SALARY

To be Discussed.

To apply, please visit the following web link: <https://www.pawsup.com/careers/application>

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