

# Assistant Manager at Shadowcliff Mountain Lodge

## *Job Description*

### Roles and Responsibilities

The Assistant Manager is responsible for assisting in the day-to-day operations of the lodge from mid-May through closing (on or about October 1). A seasonal position, the Assistant Manager will live on-site and can expect to work full time hours. This person is hired by, reports to, and works in partnership with the General Manager. Some work may occur with the Executive Director.

Specific duties will be identified based upon the demonstrated skill sets and experience of the Assistant Manager. The following provides a description of the types of tasks that may be assigned to the Assistant Manager.

### Program Support

- Work with the Executive Director, General Manager, and Chef to coordinate the group stays for the current season, including timely:
  - Assessment of the Group Agreement;
  - Communication with group leaders;
  - Presence while groups are on-site.
- Work with the General Manager and Executive Director on marketing and communications related to seasonal programming and promotion through social media, blog posts, flyers around town, and other means.
- Work with the General Manager to manage the TripAdvisor Review Express account.

### Staff Support

- Aid in training seasonal staff;
- Create staff schedules and with the General Manager, provide oversight and supervision of rotating staff and staff work product;
- Attend all staff meetings;
- Work with general manager on conflict resolution and other management tools;
- Other tasks as identified by the General Manager.

### Compensation

Base salary, discretionary end of season bonus, private room in the main lodge, food, use of computer (if desired).

Base salary: Up to \$6,000 for the entire season, depending upon experience.