

Front Desk Clerk

Responsibilities include but are not limited to:

- Learning our reservation system
- Managing phone and online reservations
- Greeting guests and providing them with superb customer service
- Performing all check-in and check-out tasks
- Answering guest questions
- Ensuring the front desk and camp store are neat and presentable
- Stocking and selling goods in the camp store

Skills:

- Friendly customer Service
- Comfortable talking with guests over the phone and via email
- Ability to resolve/diffuse conflicts
- Strength in multitasking
- Ability to work independently and with a team
- Experience with Microsoft Word and GMAIL