



## Job Description – Reservation Staff

Pay: \$10-\$12/hour  
Position Type: Part Time  
Education: High School Equivalent  
Certifications: CPR/First Aid  
Duration: Year-round

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### **Job Summary:**

Desert Adventures is a premier adventure tour company in Las Vegas, operating in Lake Mead, Black Canyon, the Colorado River, Bryce Canyon, Zion National Park, and the Grand Canyon. We are looking for professional, mature, and fun people to join our reservation staff. We operate an extensive multi-sport program that includes sea kayaking, whitewater rafting, trekking, horseback riding, mountain biking, and ATV's. Reservation staff will field incoming phone calls, take reservations, organize trip manifests, answer emails and voicemails, and coordinate logistics with guides, drivers, as well as guests. Applicants must be proficient in Microsoft Word, comfortable navigating the internet, and possess basic computer skills. Responsibilities will include basic accounting and bookkeeping, running daily reports, and filing.

### **Qualifications:**

In addition to a working knowledge of basic office duties, qualified applicants must also have excellent interpersonal skills and the ability to multi-task and finish many projects simultaneously. Strong communication and clear speaking skills are a must. Solid problem solving skills are necessary and the ability to work efficiently and quickly is important. Office staff must demonstrate a solid work ethic, possess high standards, be detail-oriented, and extremely organized. Preference will be given to those with QuickBooks, Microsoft Word, and Excel experience. Qualified applicants must be able to make proper decisions quickly, work calmly in tense or chaotic situations, and be efficient within a team. You must act in a professional manner at all times, and dress according to your job function. In house training is available for our reservation system.

### **Requirements:**

- Reliable Transportation
  - Clean professional appearance
  - Excellent communication skills
  - Non-smoking work environment
  - Subject to random drug testing
  - Cell phone with SMS capabilities
  - Internet and email access
  - Basic computer skills
  - Must be at least 18 years
  - Love to be outdoors and in nature
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### **Additional Info:**

**SEASON:** Desert Adventures operates year round, but our peak season is March through October. Candidates do not need to be available year round to be considered for employment, but you must be available during peak season.

**TRAINING:** On-the-job training is available for this position.

**BENEFITS:** During prosperous seasons, employees may be awarded for outstanding performance. Continuing education and cross training is available - often at no cost. Additional benefits include free kayaking or adventure trips on your days off (space permitting), along with friends and family discounts, pro-deals on many brands of outdoor clothing and gear, and the chance to work with a fun, passionate, creative group of individuals.

**POLICIES:** All employees are expected to comply with company policies and procedures. We are a licensed and bonded tour company, a concessioner of the National Park Service, and an Equal Opportunity employer.