



Job Title: Assistant Guest Services Coordinator (Part-Time)
Job Location: Colorado Welcome Center, 928 E. Main St. Cortez, Colorado 81321
Reports to: Executive Director

Overview: Mesa Verde Country Tourism Office strives to provide a visitor's first memorable impression of Colorado hospitality. We're looking for people who are committed to creating an engaging experience for the public.

POSITION: The Assistant Guest Services Coordinator is responsible for greeting visitors, and providing information to visitors about destinations, activities, and road conditions pertaining to their travel interests. Other responsibilities and duties include:

- Stocking shelves and racks with brochures as needed.
- Inventory of brochures and travel materials as needed.
- Assist tourism office with daily tasks as needed.
- Assist with opening and closing the center as needed.
- Limited physical duties involve handling freight and storeroom organization, and other cleanliness/groundskeeping duties as needed for an exceptional visitor experience.
- Any additional duties as requested by the Executive Director.
- The Assistant Coordinator works closely in a team environment to achieve the organization's objectives.

Qualifications needed:

This position is ideal for someone who enjoys talking to people and working with the public. The ideal candidate should demonstrate good judgement and willing to anticipate needs to proactively assist others. Flexibility with work hours is a plus, and some holiday work is required. Additionally, the candidate must demonstrate the ability to work independently, as well as in a team environment.

EDUCATION AND EXPERIENCE: Bachelor's degree or equivalent (4) years experience in; hospitality, administrative, guest relations.

Candidates should be proficient in spreadsheets, counting, communication, a flexible work schedule, and possess a valid driver's license.

Compensation: This position is hourly, and offers paid vacation benefits.

Must be legally eligible for employment in the United States. Must be able to successfully pass background check requirements. Mesa Verde Country is an Equal Opportunity Employer.

How to Apply:

Obtain an employment application at mesaverdecountry.com/employment/ or contact Mesa Verde Country at jobs@mesaverdecountry.com. Please send completed application and resume to: jobs@mesaverdecountry.com or mail to: Mesa Verde Country Attn: Kelly Kirkpatrick P.O. Box HH, Cortez, CO 81321