



Job Title: Seasonal Huts Manager

Department: Home Office | Field

Reports To: Director of Operations

Effective: June, 2022

Pay: Non-Exempt

Duration: Provisional: Mid-June through September 30, 2022.

Regular Hours Per Week: 10-15 hrs. with potential for additional hours based on rental sales

Maine Huts & Trails (MH&T), a non-profit, operates an acclaimed backcountry recreation corridor among the mountains of western Maine, with 80 miles of free, public backcountry trails, and provides opportunities for human-powered recreation including groomed hut-to-hut skiing, snowshoeing, hiking, paddling, and mountain biking. Along the trail MH&T maintains four award-winning and accessible eco-lodges that have earned a widespread reputation for their healthy, locally sourced meals. In its recent past the organization has welcomed tens of thousands of visitors to Maine's western mountains, forests, and waters inspiring lasting reverence for the region while contributing to the local economy.

This summer seasonal role serves as MH&T's point of contact for hut guests in the summer and early fall season.

Position Summary

Primary Objectives

During this summer/early fall season, the Hut Manager will:

- Serve as the primary point of contact for guest-groups from prior to their arrival at the hut until their departure.
 - Typical check-in days are on Thursdays and check-out days are on Sundays (arrival/departure times change)
- Meet and welcome incoming guests at the respective hut trailhead parking area.
- Coordinate the logistics of transporting gear and supplies into and out of the hut.
- Provide a thorough orientation of the hut and how hut systems operate to the renter.
- Provide proper instruction to guests on cleaning etiquette.
- Be the primary point of contact for guests during their stay, including answering questions (in person or remotely) and troubleshooting systems issues.
- Coordinate gear shuttling back to the parking area at the conclusion of the trip
- Clean and prepare the hut for the next group.

Living at a hut is not a requirement of the position. There may be some opportunities where you could stay up at a hut as a caretaker for on-site supervision (for larger group rentals).

Secondary Objectives

In addition to the above primary responsibilities, the Hut Manager may:



- Perform various tasks to help with the maintenance, upkeep, and appearance of the huts, including:
 - Mowing and weedwacking around the hut
 - Trail clearing
 - General upkeep
 - Hut system maintenance
 - Help with hut supply inventory

This position will work primarily out at the huts and in the field with the Kingfield office serving as a home base. This position requires an organized, hands-on customer service oriented leader who will assume responsibility for the guest experience at the huts coupled with balanced autonomy and working in the Maine woods interacting with amazing people.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

Principal Responsibilities & Behaviors

Required

- Experience working in the recreation resource management or closely related industry
- Experience in working with the public; excellent interpersonal skills
- Excellent verbal and written communication skills
- Proven problem-solving skills with a knack for making things work
- Avid outdoors-person, familiarity, and experience with the activities promoted at MH&T
- Ability to travel safely in the backcountry in all weather conditions carrying up to 30lbs. of gear
- Scheduling flexibility to work weekends, evenings and holidays
- Dedication to the MH&T mission

Desired

- Experience managing a decentralized operation is preferred
- Knowledge of local area and communities
- Strong desire to be part of an active, outdoors-oriented organization
- Willingness to go above and beyond expectations to ensure that the needs of MH&T guests are met
- Ability to be resourceful

Pay rate: \$16/hr

To apply, please submit cover letter and resume to: employment@mainehuts.org

Maine Huts & Trails is an Equal Opportunity employer and values diversity in the workplace.