

hills

POSITION AVAILABLE:
Hills Adventure Company
Retail Manager/Adventure Program Coordinator

Hills Adventure Company is seeking a talented, active and motivated individual who is keen to collaborate to grow this new venture. In addition to performing the basic requirements of a small retail space, the successful candidate will organize weekly adventure programs for area locals and Hills' Guest Suite visitors staying in one of our four Air BnB suites.

The successful candidate will ideally be energetic, a self-starter, personable, creative and able to follow projects through to completion. You will work closely with, and report to, the owner and CEO of Hills, who will provide you with the necessary guidance, support and direction while recognizing the pleasures of independence of thought, creativity and work. A perfect summer job for a mature, ambitious student or a professional looking for a satisfying outlet of their creativity and drive. This is a great opportunity to be immersed in an exciting new business in the emerging, beautiful Georgian Bay town of Meaford. There is the possibility of permanent employment beyond initial contract.

Available: Flexible start date. Ideally close to July 8, 2022
Hours: Up to 40+ hours per week from start date until Thanksgiving.
20 hours/week guaranteed depending on business volume
Wage: Up to \$20-25/hour based on qualifications

Hills Adventure Company welcomes applications from persons of diverse backgrounds and is an equal opportunity employer. We sincerely thank all candidates for their interest, however, only those selected for an interview will be notified.

Roles & Responsibilities

- Responsible for carrying out basic retail operation during business hours
- Develops weekly programming schedule of local adventures
- Coordinates weekly group rides/hikes in area.
- Arrange fee-for-service guided tours for guests and visitors.
- Assists in the development of the marketing and recruitment to fill programs/events.
- Coordinating rentals of bikes, scooters and boats (kayaks and SUP) using online booking software.
- Participates in hospitality needs for Hills' suite guests as needed.
- Supports and implements the goals, policies and procedures as required.
- Contribute content to Hills' social networking channels, eg. Instagram, Facebook, etc.

Qualifications

- Degree or diploma from a recognized university or college or equivalent experience preferred
- Minimum of two years' experience in administration, operations and leadership in program development preferred
- Bike repair skills highly valued
- Excellent planning, interpersonal, training and supervisory skills

- Excellent technology skills in MS Office, Google Workspace, online booking software, and basic computer proficiency
- Experienced in cycling, hiking and/or paddling. Outdoor education is valued.
- Minimum Standard First Aid and CPR an asset

Position-Specific Competencies:

- **Customer-focus.** Anticipate, understand, and respond to the needs of internal and external customers to meet or exceed their expectations.
- **Hard working and energetic.** Proactively setting up programs each day and week. Ensuring that each day is filled with a variety of skills, games and entertaining activities.
- **Flexibility/adaptability.** Flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. Adjust quickly to changing priorities and conditions. Cope effectively with complexity and change.
- **Calm under pressure.** Demonstrate composure in stressful situations.
- **Analytical/Decision Making/Problem Solving skills.** Draw insightful conclusions from information. Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Hills. Assess difficult situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Other.** Able to work independently on specific projects

Guidelines:

Reporting Relationships:

Supervised by: *Eric Baldwin, CEO and Owner of Hills and Hills Adventure Company*

Working conditions:

- Able to endure rain and other inclement weather conditions
- Working outdoors
- Recognizing the needs of the tourism business, weekends are required.
- Generally works up to 40 hours/week
- Available to help with special events

Physical requirements:

- Able to lift weight in excess of 20 pounds.
- Able to be on your feet and physical for most hours in a 40 hour work week
- Able to ride a mountain bike with proficiency
- Able to hike a brisk 10km

Other criteria

- Must be legally able to work in Canada
- A Police Record Check is required for this position
- Only those selected for an interview will be contacted
- Local knowledge of local hikes, trails and rivers as asset

Terms of contract: Hourly, short-term contract

Contract Duration: July 8- Oct 15, 2022

Cover letters and resumes can be submitted by e-mail to eric@hillsmeaford.com

Please reference "Retail Manager and Adventure Program Coordinator" in the subject line

Thank you in advance for your interest, however only successful candidates will be contacted.