

# Country Squirrel Outfitters

## Company Information

Country Squirrel Outfitters is an outdoor recreation company that offers kayak and canoe rentals, bike rentals, guided trips, educational seminars, and has a retail store (brick & mortar & online stores). We offer a variety of outdoor recreational gear and rentals for paddling, hiking, backpacking, camping, rock climbing, cycling, running, and fishing.

## Position Description

### **Outfitter – Levels 1 through Expert available, based on experience**

#### Position Type:

Seasonal (Memorial Day weekend through Labor Day weekend). Weekend and Holiday work is required.

#### Compensation

\$7.75 - \$11.00, based on experience and grade level. Guides are paid a set wage per event.

#### Primary duties

- Responsible for performing store opening and closing activities.
- Organize canoe / kayak shuttle schedules.
- Assist supervisor(s) in managing inventory (data entry into POS system, and stocking shelves).
- Manage customer special requests by providing prices and options for the customer.
- Organize and clean outdoor recreation equipment.
- Operate cash register, run daily report and count cash drawer.
- Perform standard facility maintenance and cleaning tasks.
- Drive shuttle vehicles with trailers in order to pick up customers, load canoes/kayaks or bikes onto the trailer, and return customers and equipment to the store.
- Answer phones and take reservations.
- Attend staff meetings and trainings.
- Assist and instruct customers on proper use of rental equipment.
- Other duties as assigned, based on level. Higher level positions will include more responsibilities.

#### Qualifications

- Strong belief in a healthy and active lifestyle.
- Minimum of a high school diploma or equivalent (current high school students will also be eligible for summer positions).
- Experience with two (2) or more of the following outdoor recreation activities: cycling, mountain biking, running, backpacking, hiking, rock climbing, fishing, canoeing or kayaking.
- Proficiency with computers, Microsoft Office applications, and website applications, which are used to book our reservations. Understanding of Wordpress is a plus.
- Quality communication skills both written and oral; including the ability to understand and articulate policy and procedures.
- Good organizational skills.

- Ability to prioritize and manage several projects at one time.
- Ability and desire to work collaboratively with others.
- Ability to work in a fast paced environment and be flexible with schedules.
- Must be available to work weekends and holidays.
- Balance of a professional attitude while having fun.
- Must have a valid driver's license and be able to drive a van / SUV with trailer.
- Ability to lift 50 pounds (carry canoes and kayaks , usually with the assistance of the customer or other staff).
- Previous experience with customer service, retail or an outfitter business is preferred, but not required.
- Previous experience with outdoor guiding or instruction is preferred, but not required.

Country Squirrel Outfitters  
3 Main Street  
Ridgway, PA 15853  
(814) 776-6285  
countrysquirreloutfitters@hotmail.com  
www.CountrySquirrelOutfitters.com