

Trainee/Internship Program Offer

(10262) Front Office & Conference Management – Estes Park, CO



Training Duration: 12 months

Compensation: \$16.16 per hour

Housing: \$340 bi-weekly (meals included)

Number of Positions Offered: 4

Host Company Description:

The host company is in close proximity Rocky Mountain National Park, it provides a wide range of services for family vacation and group lodging needs – besides numerous lodges and cabin accommodations, it has conference facilities which accommodate family reunions, group retreats, religious gatherings or corporate functions. There are a variety of on-site activities, from an adventure ropes course and zip line to volleyball, horseback riding or crafting.

Position Description:

- Learning all aspects of hospitality management
- Assist in front of the house and back of the house duties
- Communication with guests, coordinating guest services and conferences
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **Hospitality/Tourism Management** field acquired outside the United States OR 5+ years of experience in this field.
- Applicants with hotel management work experience preferred
- Fluent in English (reading, writing and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title