



*Roaring Fork Club* CAREER OPPORTUNITIES:  
**Member Services Team**



- Job title:** **CONCIERGE**
- Terms:** Year-round employment; part-time, or full-time with benefits.
- Rate:** Starts at \$25/hour; lunches provided
- Requirements:** Ability to form relationships with members, effective communication and organization skills, computer literacy, availability on weekends, some evenings, and holidays.
- About the role:** The concierge team is the first line of interaction for information, reservations, and recommendations for member events and programs on-campus and around the Roaring Fork valley. In addition, they strive to meet the wishes of our residence owners by facilitating their visitation needs.
- Responsibilities:** Include, but are not limited to:
- Prepare for the arrival of members staying on-property, including obtaining groceries, coordinating their transportation needs, and getting them checked-in. Handling their departure as well.
  - Make dining reservations at the Roaring Fork Club and local restaurants for members and their guests,
  - Oversee the spa reservations, communicating on behalf of the members & massage therapists and estheticians.
  - Assist in itinerary planning by suggesting activities and excursions relevant to their lifestyle and wishes,
  - Handle lines of incoming communication such as email and phone, and advising as needed, also taking action to relay information to Bell Staff or correct departments,
  - Stay current on occupancy, arrivals, and departures
- Apply:** [https://www.roaringforkclub.com/Career\\_Opportunities](https://www.roaringforkclub.com/Career_Opportunities)