



Heart Lake Program Center  
1002 Adirondack Loj Road  
Lake Placid, NY  
518-523-3441 | [jobs@adk.org](mailto:jobs@adk.org)

## **ADIRONDAK LOJ FRONT DESK STAFF**

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

### **POSITION SUMMARY**

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Adirondak Loj Front Desk Staff are responsible for creating a welcoming atmosphere for guests, managing reservations and transactions, and communicating with numerous departments. Ensuring that Adirondack Mountain Club's guests are well-informed about their stay is central to the Front Desk Staff's daily work. This also includes connecting guests with other staff who can answer questions about trail conditions, education programs, and other functions key to the Adirondack Mountain Club's operations.

In addition to supporting guests, Front Desk Staff also share the Adirondack Mountain Club's mission and opportunities to get involved as a member, donor, and volunteer.

### **KEY RESPONSIBILITIES**

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#### **Guest Services – 70%**

- Encourage a friendly, welcoming atmosphere at the Adirondak Loj
- Answer and direct incoming calls
- Inform guests of Loj rates and services
- Make and confirm reservations for guests
- Check in and check out guests
- Confirm relevant guest information
- Verify credit cards for authorization
- Direct guests to their rooms
- Compute all guest billings, accurately post charges to guest rooms and house accounts
- Listen and respond to guest queries and requests both in-person and by phone
- Review accounts and charges with guests during the check-out process
- Process accurate payment of guest accounts
- Ensure smooth and efficient operation of the front desk, with particular attention to detail and minimum error
- Promote ADK membership as part of a larger effort to support the goals and objectives of the Adirondack Mountain Club
- Take care to assure safe and accurate cash storage and transactions
- Maintain a neat and orderly front desk and reception area

## **Communication – 30%**

- Communicate with necessary staff including Loj Crew and maintenance to address any problems or complaints made by guests
- Coordinate with the Chefs and Loj Crew regarding daily meal counts and special meal events
- Coordinate with the Education staff regarding program reservations
- Coordinate with the Trails coordinator regarding Volunteer trails program registrations
- Communicate with staff at Johns Brook Lodge to ensure accurate reservations for the JBL facility
- Provide accurate information about local attractions and services
- Provide reliable, objective backcountry and miscellaneous information to the public or direct them to other sources
- Respond to emails
- Monitor visitors to the hotel
- Share rules and policies of the hotel

## **QUALIFICATIONS**

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### Basic:

- Ability to thrive in a busy and stressful work environment
- Detail oriented person
- Physical ability to go up and down stairs
- Clear speaking voice
- Understanding of and interest in the mission and goals of the Adirondack Mountain Club
- Clear and legible handwriting

### Preferred:

- Experience in lodge/bed and breakfast field and customer service with an emphasis on telephone skills

## **BENEFITS AND COMPENSATION**

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Reports to: Hospitality Director, Front Desk Supervisor

Supervises: N/A

Classification: Full-time, Seasonal, Non-exempt

Salary/Wage: \$15.00/hour

Benefits: Paid sick time

Perks: Free ADK membership; option for Leave No Trace Trainer workshop; free ADK workshops; discounts on store merchandise and rental equipment.

Housing: Shared on-site housing available at Heart Lake Program Center with three meals a day for a small deduction.

## **APPLICATION QUESTIONS**

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The following questions appear in our [online job application form](#):

- Why would you like to work at the Adirondack Mountain Club? Specifically, what attracted you to this position and what skills are you hoping to gain?
- Describe any employment experiences that demonstrate your commitment to customer service.
- What skills, interest and experiences do you feel qualify you for a hospitality position with the Adirondack Mountain Club?
- What experiences do you have, work or otherwise, in a fast-paced environment?
- The Adirondack Mountain Club is a collaborative organization that relies on teamwork. Many of our staff also live in shared communal housing. What positive qualities would you bring to our team?
- What are we missing? This is an opportunity for you to add your personal story or perspective. Take a moment to explain any additional experiences, attributes, or abilities you feel add to your qualifications.

## **ORGANIZATIONAL STATEMENT**

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As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.