Position Details

Overview

Position Title: *Ausable Club-Front Desk Associate-Sum27*

Position Code: *PC1687921*

Host Company Name: *Ausable Club*

Host Company Description:
"The mission of the Adirondack Mountain Reserve/Ausable Club is to preserve and protect the forests, lakes, mountain streams, and wildlife on our wilderness tract for the enjoyment of our members and, under the terms of a Conservation Easement in perpetuity to the State of New York, members of the public. We will preserve the forever wild character of this forest land and our property at St. Huberts in a manner appropriate to allow the enjoyment of their wilderness beauty. The mission also includes the operation of a club, with associated facilities, for the pleasure and respectful recreation of its shareholders."

https://www.ausableclub.org/about

City: *St. Huberts*

State: *NY*

Gender Preference: *No Preference*

English Level: *Advanced*

Minimum Age: *18*

Earliest Start Date: *6/15/2027*

Earliest End Date: *9/30/2027*

Latest Start Date: *6/25/2027*

Latest End Date: *10/10/2027*

Position Details

Average Hours/Week: *32*

Typical Schedule: *To be determined upon your arrival.*

Shift may vary and consist of day and evening shifts.

Working Weekends and Holidays is required.

Additional Hours Details:
Participants will work an average of 32 hours per week over the course of the program. Some weeks may have more hours, some weeks may have fewer hours.

Position Description:
You will be working in the front office, assuming responsibilities of a Front Desk Agent.

There is a high level of guest contact in this position, both in person and over the phone, so advanced English skills and excellent multi-tasking skills are required.

You will be the first person guests interact with when they visit the hotel and will be responsible for checking guests in and out of their rooms, and also making reservations over the phone.

Other responsibilities are to answer the calls, direct all incoming calls and assist with guest requests, while providing excellent customer service. Must process room service orders, fulfill guest requests, make reservations, post charges, act as a concierge and inform guests of hotel and local facilities and services.

SECOND JOBS:

It is possible for participants to obtain a second job, but the second job must not interfere with the schedule for your job at Ausable Club

Intrax participants are not permitted to work a second job without first receiving approval from Intrax.

Required Duties: **Greeting guests upon arrival*
**Register guests at the Front Desk*
** Collect payment for rooms*
** Provide room keys*
** Log wakeup and notification calls*
** Ensure cleanliness and a pleasant atmosphere of front desk and lobby areas at all times*

**Handle guest complaints*
**Complete required reports correctly and in a timely manner*
**Have the ability to work a varied schedule*
**Handle multiple line phones and take messages*
**Use basic office equipment*
**Ability to work with diverse populations in a supportive and positive manner.*
**Display a friendly and welcoming personality and attitude to guests and employees.*
**other duties as assigned*

Skills Required:
Excellent organizational and multi-tasking skills will be needed. This position requires being able to work in a very fast paced environment and to work standing for long periods of time.

Supplies Required: *Please bring black slacks, black belt and comfortable black shoes.*

Supplies Cost:

Company Policies:

Interview Required?: *Yes*

Additional Information:

Training Dates:

Different Training Period Wage:

Physical Demands:
Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:

Meals Included:

Transportation:

Host Placement - Related Costs:

Benefits Provided by Host:

Pay Rate: *USD 16.00*

Pay Frequency: *Weekly*

Pay Notes:

Overtime Available? *No*

Overtime Rate: *24.00*

Days Before Start of Work: *0*

Tipped Position? *No*

Accepts Couples? *No*

Accepts Groups? *No*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport: *NYC Airports - JFK or Newark*
Albany, NY airport is the closest

Nearest Bus Station: *Albany, NY*

Nearest Train Station: *Albany, NY*

Transportation to Company: *Housing is provided within walking distance to the job site.*

Reporting Instructions:
After your arrival at the Albany airport, train station or bus station, you will need to take the bus to Keene Valley, NY or the Amtrak train to Westport, NY. Once you have confirmed your travel arrangements email the details to Kelsey Stanton at kstanton@ausableclub.org at least two weeks prior to your arrival.

Travel Instructions:
If you fly into a NYC airport, you can take the Amtrak Train from Penn Station to Albany-Rensselaer Station ($40-70) www.amtrak.com. You can also take the Greyhound bus or Adirondack Trailways Bus from the Port Authority in NYC to Albany (about $26). For additional information, please go to www.trailwaysny.com and www.greyhound.com.

Nearest Social Security Office: *Plattsburg, NY*
Your employer will provide transportation to the Social Security Office.

Social Security Instructions:
Please check in with Intrax as soon as you arrive.

Please wait 5-7 days after successfully checking in with Intrax before applying for your Social Security Number.

Area Information

Area Information:
The Ausable Club is located in the Adirondack Mountain Reserve in New York State. This is a very remote area that is perfect for participants looking to explore the mountains, nature and the outdoors.

Saint Huberts, NY is located about 30 minutes from Lake Placid and 1 hour from Lake George.

Climate: The average high temperatures in the area around 80 Degrees Fahrenheit (26 Celsius) in the summer. Please be prepared for cooler temperatures at night.

Nearby Cities:
Burlington, VT: 1.5 hours
Albany, NY: 2 hours

Cultural Opportunities:
Ausable Club is the perfect destination if you love interacting with nature, hiking in the mountains, and exploring rivers and lakes.

The Adirondack Mountains offer plenty of hiking opportunities: https://visitadirondacks.com/recreation/hiking ;
https://www.adk.org/play/hiking-information/hiking-in-the-adirondacks/

https://www.iloveny.com/places-to-go/adirondacks/

Website: *https://www.ausableclub.org/*

Additional Website Info:

Accomodation Option: Ausable Club Employee Housing

Address: ***Adirondack Mountain Reserve – Ausable Club***
137 Ausable Rd
Keene Valley NY
12943 - United States

Type:

Company Arranged: *Yes*

Company Recommended: *Yes*

Description:
Employee housing is dormitory-style and is located on the same grounds as the club. You will share a room with one other person.

All bedding (including linens/sheets/pillow cases, blankets, etc.), pillows are provided. Each employee room is set up with a dresser, closet space w/ hangers, small programmable security safe for valuables, AC/fan, towels, WiFi, etc. Each house has 6 bedrooms (3 upstairs, 3 down) with 2 private shower/toiler units on each floor (4 total). The house includes a laundry room (free for employees to use), plus a full shared kitchen with 2 large refrigerators, shared living room/dining area. The kitchen includes all appliances, cookware, utensils, microwave, coffee pot, cabinet space and more.

Estimated Weekly Cost: *USD 0.00*

Additional Weekly Cost:

Additional Cost Description:
Housing is provided at no weekly cost. You will need to pay a one-time $150 housing deposit which will be deducted from your paycheck over 3 pay periods at $50 each.

Commute Options: *Walking*

Commute Cost:

Company Provides Transportation: *No*

Estimated Distance to Company: *Short walk*

Gender Restrictions: *None*

Features:

Features Description:

Additional Information: