WORK & TRAVEL USA

Alpine Trail Ridge Inn - Front Desk Agent

HOST INFORMATION

Company Description:

Nestled just minutes from the main entrance to Rocky Mountain National Park, the **Alpine Trail Ridge Inn** in Estes Park, Colorado, is the perfect blend of modern comfort and rustic charm. Imagine waking up to crisp mountain air and breathtaking views — it's the ultimate escape! Whether it's summer hikes through lush trails or cozy winter nights surrounded by snow, our hotel is the perfect base for all your seasonal adventures.

Our friendly team is like family, offering personalized service to guests from all around the world. At **Alpine Trail Ridge Inn**, staff perks include discounts on accommodations, local activities, and access to the beauty of Estes Park year-round. Summer means hiking, wildlife spotting, and outdoor festivals, while winter transforms the area into a winter wonderland for snowshoeing and scenic drives.

The cultural experience here is unbeatable. Students will get hands-on training in hospitality while engaging with diverse guests and fellow team members. You'll develop essential skills in a fun, dynamic work environment where no two days are the same. From welcoming international travelers to exploring mountain trails, your time with us will be a whirlwind of learning and adventure.

Join us in Estes Park, where work meets play and nature's beauty is your backdrop!

Host Website: https://www.alpinetrailridgeinn.com/

Site of Activity: Alpine Trail Ridge Inn

Parent Account Name: Alpine Trail Ridge Inn

Host Address: 945 Moraine Avenue Estes Park , Colorado , 80517

Nearest Major City: Denver , Colorado , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Advanced English is a necessity for this role. Second, you must be reliable, friendly, and detail-oriented. You will be responsible for managing reservations, guest check-in/check-out, phone inquires, and ensuring a positive guest experience from arrival to departure.

Typical Schedule:

Schedule will vary depending on business needs & holidays. As the primary Summer tourist destination in Colorado, we see a heavy rush during holidays such as Memorial Day, Fourth of July & Labor Day.

Seasonal changes to job duties or available hours: Yes

You might be asked to help assist our housekeeping team if check-ins are slow and other duties are fulfilled.

Drug Test required: No

COMPENSATION

Hourly Wage: $16

Eligible for Tips: No

Estimated weekly wages including tips: $512

Bonus: Yes

Bonuses may be available for students who work till the end of their contract and showcase a great attitude throughout the season.

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 25

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

It depends on the occupancy, but for the front desk clerk, the hours are normally stable.

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

N/A

JOB REQUIREMENTS

English Level required:

★★★★★★ Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Standing for entire shift
Handling cleaning chemicals
Working outdoors

Job Training required: Yes

Length of job training:
7 days

Hours per week during training period: 25

Different wage during training period: No

Start on specific day of the week: Yes

Monday
Tuesday
Wednesday
Thursday
Sunday

Training requirements:
Property Orientation/ Reservation & PMS System Training/ Payment Handling & Security/Guest Service & Conflict Management/Local Knowledge Training/Emergency Procedures/Housekeeping & Room Status Coordination/Housekeeper Training

Need to wear uniform: No

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

We offer a vibrant cultural exchange by welcoming guests from around the world. Participants will engage with diverse cultures, enhance language skills, and experience American hospitality. Our staff enjoys a dynamic, supportive environment that fosters learning and growth.

Local Cultural Offering:

Estes Park offers community discounts on local attractions like Rocky Mountain National Park and guided tours. The Chamber of Commerce organizes seasonal events, including festivals and art shows. Students can join local groups for networking and cultural immersion in the community.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

We provide 2 RVs as employee housing, they are full furnished. The location is 0.8 mile away from hotel, 18 minutes walking distance. We also provide a full furnished apartment, fit 3 people.

Lease Agreement: No

Onsite Amenities:

WiFi: No
Description:
RV is out of the range, but you have the access in the apartment.

Phone Service: Yes
Description:
Cellular service

Kitchen facilities: Yes
Description:
Yes, each RV has it's own kitchen

Laundry facilities: No
Description:
Public laundromat

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:
Employee's housing for our employees only! 2 people share 1 RV, 3 people share the apartment.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes
Cost per Week: $100

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes
Cost: $200
Description:
Deposit will be collected before you move in, can be paid by cash

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Deposit will be refunded if you keep the house clean, return it as it was and work for us to the end of your contract.

Details About Deposit Refund:

Cash or check

Transportation to Worksite:

Walking Commute Time
Estimated commute time: 15 to 30 minutes

Description: Estes Park is very safe. However, it can be cold in the early morning, so bring your jacket. And it's dark at night, reflective clothes/vests/ankle bands are recommended.

Biking
Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: $

Description: You can get a bike at the thrift store

Local Bus, Subway or Train
Estimated commute time: 15 to 30 minutes

Estimated cost: $0

Description: Shuttle bus is available in summer months

ARRIVAL INFORMATION

Arrival Instructions:

We are excited to welcome you to **Alpine Trail Ridge Inn**! Below are all the details you need to ensure a smooth and seamless arrival. Please read through the instructions carefully to help with your travel plans.

Local and Regional Transportation Services:

If you are arranging your own transportation, here are some options to get to your destination:

1. **Public Transportation:**
    - **Estes Park Shuttle:** The Estes Park Shuttle offers transportation from Denver International Airport (DEN) to Estes Park. For more information, visit Estes Park Shuttle website.
    - **Cost:** Around $60-$75 per person one way.
2. **Rideshare Services:**

- **Uber/Lyft:** Available in the Estes Park area, though availability may be limited. From Denver International Airport, the ride should cost approximately **$120-$160**, depending on the time of day and traffic.

3. **Rental Cars:**
    - There are several rental car agencies at **Denver International Airport (DEN)**. Renting a car is recommended if you plan to explore the surrounding areas during your stay. Visit the Denver International Airport car rentals page for more details.

4. **Taxi Services:**

    - Taxis are available at the airport and are another convenient way to reach Estes Park. The fare will typically range from **$120-$150** one way.

Other Participant-Related Transportation:

- **Grocery Runs:** If you'd like assistance with grocery shopping upon arrival, please let us know in advance, and we will coordinate a group grocery run.
- **Social Security Office Transport:** If you need transport to the Social Security office during your stay, please inform us, and we will arrange transportation as needed.

Suggested Arrival Information:

- **Best Method of Getting from the Airport to Housing/Employer Location:** We suggest using the **Estes Park Shuttle** for an affordable and direct route from Denver International Airport to Alpine Trail Ridge Inn. It takes approximately **2 to 2.5 hours** to get from the airport to Estes Park.
- **Travel Time:** From Denver International Airport (DEN) to **Alpine Trail Ridge Inn**, the travel time is approximately **2 to 2.5 hours**, depending on traffic.

Flight Details and Arrival Confirmation:

Please send your flight details and arrival information to us. This will help us coordinate any necessary transportation and ensure a smooth arrival.

Contact Information:

For any questions or concerns regarding your travel, feel free to reach out to me directly:

Contact Name: Sunshine Harris

Email:manager@alpinetrailridgeinn.com

Phone: 970 586 4585

We look forward to welcoming you soon!

Suggested Arrival Airport:

Denver International Airport, DEN, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: $75 to $100

If arriving after regular hours:

Suggested After-Hours Accommodation:

Quality Inn & Suites Denver International Airport
6890 Tower Rd
Denver , Colorado 80249
https://www.choicehotels.com/colorado/denver/quality-inn-hotels/co235?mc=llgoxxpx
303) 371-5300
$100 to $150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Estes Park Shuttle Service: https://estesparkshuttle.com

Nearest SSA Office: Fort Collins , Colorado , Less than 50 miles

Other:

Wage Payment Schedule:

Direct deposit or check, pay every two weeks

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: No

Grooming Requirements:

No visible tattoos, ear piercing is acceptable

Second Job Availability: Yes, likely

Applicable Company Policies:

Clean guest rooms and public areas at hotel

You can use your cellphone on your break.

Alpine Trail Ridge Inn is non-smoking property, you are not allowed to smoke inside of the house, on the job.

Our manager will do the scheduling once a week.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

Walking Distance from Housing:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

In Town, Requires Transportation:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library