



Roaring Fork Club CAREER OPPORTUNITIES: **Member Services – Concierge**

Terms:	Seasonal, full and part-time. Potential for year-round.
Salary/rate:	\$26-30/hour, depending on education, skill set and experience
Reports to:	Member Services Manager, Activities Director, and Cabin Operations Director
Why Us & What We're Looking For:	<p>Roaring Fork Club is a top 80 Platinum Club of America located in the stunning Roaring Fork Valley of central Colorado. Nestled between Glenwood Springs and Aspen, the Club offers an exclusive and dynamic environment where members enjoy a world-class Jack Nicklaus signature golf course, fly fishing on the Frying Pan, Roaring Fork and Colorado rivers, and exceptional hospitality.</p> <p>For future employees, this means the opportunity to work in a high-end, service-focused setting where attention to detail and excellence are valued. Our team thrives on professionalism, teamwork, and a passion for delivering outstanding member experiences. With a supportive leadership team, competitive benefits, and a culture that promotes community and growth, Roaring Fork Club is an ideal place to build your career in private club hospitality, golf operations, or outdoor recreation.</p> <p>We pride ourselves on delivering personalized service that anticipates the needs of our members and their guests. If you're friendly, proactive, and eager to work with a team to create experiences that are second to none, we'd love to hear from you!</p> <p>Your primary responsibility? Have fun, connect with great people, and make every moment count—for yourself and everyone you meet at Roaring Fork Club.</p>
Job Summary:	The Concierge is the main resource for information, reservations, and recommendations for member events and programs on-campus and around the Roaring Fork Valley. They strive to meet the requests of our members and in addition, act as a liaison between all departments of the Club to ensure the smooth flow of operations.
Responsibilities:	<ul style="list-style-type: none">→ Greet everyone who enters the lodge with a warm welcome.→ Have knowledge of all Roaring Fork Club amenities and events as well as surrounding area attractions, activities, restaurants, social and community events→ Assist Members, provide information, schedule appointments, and make reservations for services and activities on and off property.→ Prepare for the arrival and departure of members staying on property by scheduling any car or transportation needs both on and off property, obtaining groceries, complete arrival packets and any other pre-arrival needs.→ Stay current on occupancy, arrivals, and departures.→ Record and relay any member preferences and personal information obtained.→ Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris. Ensure supplies that may be needed by Members/Guests are properly stocked.→ Responsible for completing and following assigned task list, being sure to initial off on all completed tasks. Relay ongoing tasks or messages at the end of the shift.

Requirements:

- ➔ Strong verbal, written, phone, text, and email grammar and communicational skills.
- ➔ Work well under pressure, coordinating multiple tasks at any given time.
- ➔ Exceptional time management with strong ability to prioritize, execute tasks and problem solve.
- ➔ Competent working with Microsoft Office Suite, including Word, Outlook, and Excel, and the ability to manage various web-based reservation programs simultaneously.
- ➔ A multi-tasker, prioritizing time, and tasks effectively.
- ➔ Strong organizational skills
- ➔ 1 year of Front Desk/Concierge experience in the Roaring Fork Valley, or at an exclusive private club or hotel, required.

Email us at careers@rfclub.com to apply