



Xanterra Yellowstone National Park - Gift Shop Worker

HOST INFORMATION

Company Description:

Spend your summer in the **world's first National Park!** If you like **nature, hiking, camping, and enjoying the outdoors**, Yellowstone might be the perfect summer experience for you!

Yellowstone National Park features over **1,000 miles of hiking trails, mountains, rivers, and streams, wildlife, and geological features including geysers, hot springs, and more.** Our jobs are similar to many other places in the U.S., but this is a very special place located in the middle of the wilderness.

You will live and work in one of the 6 remote villages within Yellowstone National Park with other Work and Travel students and employees from the United States. All villages have their own **Employee Dining Rooms and recreational activities.**

Host Website: <https://www.yellowstonenationalparklodges.com/>

Site of Activity: Xanterra Yellowstone National Park

Parent Account Name: Xanterra Travel Collection

Host Address: 1 Grand Loop Road Yellowstone National Park, Wyoming, 82190

Nearest Major City: Bozeman, Montana, Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Retail Sales workers sell a wide range of merchandise including books, games, clothing, pottery, and multiple souvenirs.

Duties include:

- + Providing excellent, courteous guest service in greeting and assisting customers
- + Working at the cash register
- + Must have knowledge of American currency and be able to count correct change back to the guest, as well as following credit card procedures
- + Assisting guests with their purchases including suggesting items for purchase (up-sell)
- + Maintaining store displays - keeping them well stocked, neat, and clean
- + Maintaining a safe work area by keeping the sale floors clean; including sweeping, vacuuming, dusting, mopping, and trash removal.
- + Assist the Gift Shop Manager with inventory and merchandise displays
- + Communicate any guest problems or concerns and alert managers of theft
- + Give accurate, helpful information to guests

Typical Schedule:

You must be available to work nights, weekends and holidays. We are open 7 days a week. Set schedules or days off with friends are not guaranteed and based on the schedule and business needs.

Seasonal changes to job duties or available hours: *Yes*

During June, July, and part of August, the available hours typically go down; I recommend enjoying the park during this time. In May, September, and October, the available hours typically increases.

Drug Test required: *Yes*

COMPENSATION

Hourly Wage: *\$13*

Eligible for Tips: *No*

Estimated weekly wages including tips: *\$442*

Bonus: *No*

** All figures above are pre-tax*

Estimated average number of hours per week: *34*

Estimated minimum number of hours per week: *32*

Estimated maximum number of hours per week: *40*

Potential fluctuation in hours per week:

Some weeks are busier than others, so the schedules will change with business needs. Some weeks you may work 4 days per week, sometimes you will work 6 days per week. Overtime is not guaranteed.

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

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: *No*

Previous Experience required: *No*

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Retail sales workers must be able to stand and walk for long periods of time, up to 8 hours. Stair usage required in most shops. Must be able to bend, lift or kneel to stock products frequently throughout your shift. Must be able to carry boxes of merchandise weighing up to 23kg.

Standing for entire shift

Other qualifications or conditions

Description:

Adhere to Gift Shop standards and procedures taught during training, practice high attention to detail. Able to operate a computer based cash register, accurately handle American currency. Acquire basic knowledge of product information including environmental gift selections. Must be reliable in attendance and punctuality. Must be able to stand, walk, bend or kneel throughout an 8 hour shift. Must be able to climb stairs carrying boxes of products. Must be able to lift merchandise boxes up to 23kg.

Job Training required: Yes

Length of job training:

1-2 weeks and ongoing as necessary

Hours per week during training period: 30

Different wage during training period: No

Start on specific day of the week: Yes

Wednesday

Friday

Training requirements:

You will start training for your job the day after you arrive into the park. All students will arrive into the park on either a Tuesday or a Thursday.

Need to wear uniform: Yes

Uniform Policy:

Xanterra provides free uniforms for each position. They must be kept clean and presentable. Students must provide comfortable, black shoes that cover your entire foot. The bottoms should be no-slip/slide soles. They are a requirement. If working in the Kitchen, Fast Food, Cafeterias or Dining Rooms, they should be be vinyl or leather - no cloth material.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Since this is a guest interaction position, you will need to follow the appearance standards rules. Colored hair (blue, pink, purple, etc.) is never allowed. Tattoos and piercings are dependent on location and how visible they are.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, Movie or Game Nights, Karaoke Nights or Talent Shows, Holiday Events, Shopping Trips, Rodeos, Wildlife Watching, Bonfires, Hiking, Horseback Riding, White Water Rafting

Additional Details about Cultural Offerings:

*Each village has a recreation office that organizes hikes, trips, and other activities. The housing offices at each village plan activities and events for the dorm residents such as movie nights, trivia, and karaoke. ****ACTIVITIES WILL BE DEPENDENT ON CURRENT CDC AND COMPANY GUIDELINES FOR COVID-19.***

Local Cultural Offering:

Yellowstone has multiple gateway towns in both Montana and Wyoming where students will have the opportunity to experience life in the West. From horseback riding and white water rafting to rodeos and museums, there's something for everyone to enjoy!

HOUSING AND TRANSPORTATION

Housing Provided: *Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.*

Employer-owned or employer-arranged housing description:

*Dorms house 2 to 3 employees per room with a community bathroom down the hall. Quiet hours in all employee housing are from 10:00 p.m. to 7:00 a.m., but there are some dorms which are fulltime quiet dorms. All employees must be respectful of other residents regardless of what time of day it is, and continued or excessive dorm issues can result in documentation up to and including termination from your job. Please expect to share a room with other Yellowstone employees, you may not get to room with your friends if there isn't a room available to accommodate you when you arrive. There is a manager on site with Residence Coordinators at each dormitory and security officers available 24 hours. Amenities include: laundry facilities, uniforms, utilities, blankets, and sheets. Please bring your own towel and pillow. Room & board costs are based on HOURS WORKED, not per day. At 56+ hours over two weeks, you will pay the full amount for a 2 week pay period - about \$220.00 plus taxes (about \$110/week). Less than 56 hours for two weeks, you are prorated on housing & food costs. ****This price is from the 2022 season and could change for 2023**** ****The attached housing agreement is from 2022 and changes may be made for 2023.*****

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

There is WiFi, but it is not in every building and may not be in the dorm you live in. The internet connection is also very slow, we live on 2.2 million acres of wilderness.

Phone Service: Yes

Description:

Phone signals are weak in the park. The best service is Verizon Wireless, but their SIM cards only work in Verizon phones. HR offices have landlines that you can ask to use occasionally when needed.

Kitchen facilities: No

Description:

All meals are eaten in the Employee Dining Room. Dorms do not have kitchen facilities.

Laundry facilities: Yes

Description:

Laundry is available in the dorms, but students must bring their own detergent.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

We will try to place you with your friends, but there are only so many beds available and when we have a lot of staff already, it is harder to find an entirely open room.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$110

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Dormitory is within walking distance of work site.

ARRIVAL INFORMATION

Arrival Instructions:

Xanterra will pick you up from Bozeman, MT on a bus. Typically, the bus picks up on Tuesdays and some Thursdays, but there is ONE Wednesday pickup the last week of June as well.

*There is NO way to get to the park by public transportation, so if you miss your pick-up date, you will need to book a hotel at your own expense, and wait until the next available pick up date. **There is no exception to this!***

Even if you offered to take a taxi to the park at your own expense which will cost hundreds of US dollars, you won't be allowed to check-in because the employer ONLY does check-ins on Tuesday and some Thursdays.

YOU CANNOT CHECK-IN TO HOUSING BEFORE YOUR DS 2019 START DATE!

*We will pick you up at a specific hotel location. **You MUST be prepared to arrive in Bozeman the day before your start date. spend the night at a hotel, and be prepared for pick up the next day, on your start date.***

We recommend that you book your hotel at Best Western Plus GranTree Inn. It is recommended to book your room sooner rather than later. Hotel prices continue to get more expensive this year, so it is strongly recommended that you email Catherine LaBelle at clabelle@xanterra.com, to ask about contacting other students to split hotel cost.

Xanterra will coordinate transportation to the social security office in Bozeman to apply for your social security card.

Suggested Arrival Airport:

Bozeman Yellowstone International Airport, BZN, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: More than \$200

If arriving after regular hours:

Suggested After-Hours Accommodation:

Best Western Plus GranTree Inn
1325 N 7th Ave
Bozeman , Montana 59715
bwpbozeman.com
406-587-5261
\$150 to \$200

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Everyone is required to submit an application following the instructions that will be sent to you before and after your job interview. After you've applied, you'll receive an email with your offer information, please make sure the information is all correct. You'll also get an email about your employee details form, which you need to fill out. After you've filled out the employee details form, there are onboarding tasks you need to complete before you arrive in Bozeman.

Social Security Number:

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

Details about how to apply for Social Security Number:

We will bring you to the social security office in order to apply for a social security card. You do not need to do this before you arrive in Yellowstone, but if you have the opportunity to, that is great!

Nearest SSA Office: Bozeman , Montana , Over 50 miles

Other:

Wage Payment Schedule:

All employees choose between direct deposit (must have a U.S. bank account) or opening a Money Network Account for their paychecks to be sent to. I highly recommend planning to arrive in Bozeman early enough to have time to open a U.S. bank account.

Meal Plan: Mandatory

Estimated Cost Per Day: \$15

Meal Plan Description:

****This price is based on 2022 summer, it will likely increase for 2023.*

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Employees must be neatly groomed, clean, and professional in appearance. Visible piercing and tattoo policies vary per lodge and could impact what position you are able to have. Hair that is dyed an unnatural color (pink, blue, green, etc.) is up to the discretion of the management team, and may impact what position you are able to have. Jewelry should be professional in style and size and not excessive - dependent on job.

Second Job Availability: No, unlikely

Applicable Company Policies:

Using your cell phone during work is restricted to certain times and places and breaking this rule could result in documentation from your manager.

There is a mandatory deduction for the park medical clinics. The cost in 2022 was about \$1.11 per day (could change for 2023). All seasonal employees must pay this, even if they have insurance. It allows for reduced rates at all park clinics.

Meal plan covers three meals each day - breakfast, lunch and dinner. All employees must pay for the full plan unless they are approved for a medical accommodation to be removed.

We are open 7 days a week, all season. You must be available to work nights, holidays, and weekends!

Days off with friends are not guaranteed! The schedule might change weekly depending on staffing and what your managers need, and you must be prepared to work accordingly.

You are expected to show up for work on time and not miss shifts. If you are going to be late or need to call out of work, you need to speak directly with your manager and follow procedure for calling in.

A full list of expectations and policies will be provided once offered a position.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Restaurants

Walking Distance from Housing:

Fitness Center

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Public Library

Unavailable:

Internet Cafe