



6500 CA-49, Lotus, CA 95651 | [TributaryWhitewater.com](http://TributaryWhitewater.com) | 530.626.7385 | [info@tributarywhitewater.com](mailto:info@tributarywhitewater.com)

## Hells Canyon Operations Manager

The purpose of this position is to manage the on and off river activities for Tributary Whitewater Tours Hells Canyon operation. (One season apprenticeship required)

**Location** - Halfway, OR

**Pay** - Depending on Experience - Starting at \$ 1000 / week

**Duration** - Full Time Seasonal from June - September

### Responsibilities Include

- Gaining familiarity with and utilizing our reservations, scheduling and payroll systems
- Assisting with pre-river trip permit paperwork
- Following all Tributary company policies and standard operating procedures
- Preparing and packing river trip meals
- Cleaning and sanitizing of all work spaces
- Inventorying and ordering food as needed
- Carrying & lifting heavy coolers and boxes
- Utilizing strong organizational skills and attention to detail
- Utilizing Google Drive and Google Sheets
- Completing thorough inspections of assigned vehicle(s)
- Filling out a driver log for each shuttle and filing as directed
- Managing and overseeing financial responsibilities such as company credit card protocols as directed
- Managing the cleanliness and general upkeep of the equipment and warehouse
- Making a full commitment to the job
- Being on time and prepared for all scheduled shifts
- Being able to adapt to changes in daily logistics
- Possessing efficient time management
- Displaying safety conscious practices in all work spaces
- Working outdoors in all types of weather conditions for extended periods of time
- The ability to maintain a professional appearance and demeanor
- Possessing the desire and ability to interact with guests and staff in a friendly and professional manner
- Maintaining a good attitude and keeping morale high throughout the season
- Being receptive to constructive criticism about job performance
- Helping with janitorial, grounds, camp work and additional duties as needed
- Practicing environmentally sound processes

### Mandatory Skills and Qualifications



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- Valid I-9 documentation verifying the ability to work legally in the US
- Physical fitness at a level required to safely accomplish job responsibilities
- Valid Oregon food handlers certification

#### **Desired Skills and Qualifications**

- Familiarity with Google Drive and Google Sheets
- Previous experience in the food service industry
- Current commercial drivers license with passenger endorsement
- Previous experience in Outfitting Operations Management

#### **About Tributary Whitewater**

We raft a variety of rivers on the west coast from Class II to Class IV rapids and from 1/2 day trips to multi-day camp and raft trips. One of our primary locations is on the South Fork American River in Lotus, CA with a private riverside campground! In addition, we have an outpost at the Truckee River RV park for our Truckee River operations, and a presence on the Trinity, Lower Klamath, North Yuba and many more rivers in California. In Oregon, we raft from the spring through the fall on a wide range of rivers including the Owyhee River, Deschutes River, Rogue River, and Hells Canyon on the Snake River

We believe that rafting trips bring out the best in people. We feel that people respond to the beauty and challenge of the river, and in doing so, discover the best in themselves. In this hectic world, it becomes even more important to “get away from it all”. Our trips can take you deep into the splendor of the forests and mountains, just like the tributaries of rivers.

#### **Why Work for Tributary**

- Best gear and equipment in the industry
- Unique river permits in California & Oregon
- Advanced digital scheduling, time card, and reservation portal
- Family owned and operated for 40+ years
- Variety – one day and multi day excursions
- Employee retirement plan & company match
- Employee assistance program (financial, emotional anonymous support)
- Most competent, mature, and friendly staff
- Spacious guide living and accommodations
- Competitive pay and advancement opportunities
- Advanced Guide Training
- Cool swag