

Office + Adventure Coordinator

San Juan Huts | Ridgway, CO

Do you love big adventure days *and* the satisfaction of a well-run office? Are you the kind of outdoor person who actually enjoys indoor work because it keeps the whole operation flowing? If you like riding hard in the mountains **and** making systems run smoothly behind the scenes, this might be your dream job.

San Juan Huts is hiring an **Office + Adventure Coordinator**—a key player who keeps our office dialed while still getting into the field to experience our trips firsthand. This is a year-round position with built-in flexibility for personal adventure, including time off between November and April.

The Office Role (3–4 Days/Week)

This job is **mostly indoors**, and that's intentional. You'll be the heartbeat of daily operations, making sure guests, staff, and trips run smoothly.

You will:

- Run day-to-day office operations and systems
- Manage reservations, emails, calls, trip logistics, and schedules
- Support marketing, content coordination, and internal organization
- Keep the business side running smoothly so the field team can focus on their work

If you find satisfaction in organization, communication, and being the calm center of a busy operation—you'll thrive here.

The Field Role (1 Day/Week in Summer + Occasional Winter Days)

You'll still get dirt under your tires and snow on your skis:

- Ride our **7-day San Juan Huts mountain bike trips**
- Gather photo and video content
- Assist with hut upkeep, cleaning, and guest support
- Occasional winter field days skiing into our remote huts (backcountry skiing is a plus!)

You need to be confident you can safely do these activities on your own.

Seasonal Flow

- **Intentional time off for a month between November and April** for your own adventures
- A work culture that supports both productivity and personal mountain goals

Who This Job Is For

You're a great fit if you:

- Are an outdoor athlete who **also genuinely enjoys indoor, detailed work**
- Are organized, reliable, and great at communication
- Like being the person who makes everything run smoothly
- Are **comfortable using technology** to manage reservations, communications, and office systems
- Want stability during the busy season and freedom in the shoulder season

Extra Credit

- Backcountry skiing experience
- Photography or content creation skills
- Marketing or social media experience

Compensation & Benefits

- **Hourly Pay: \$20–\$27 per hour**, depending on experience
- **Retirement: 3% employer matching retirement account after one year of employment**
- **Seasonal Flexibility:** Built-in time off between November and April for personal adventuring
- **Trip Access & Field Days:** Regular opportunities to ride San Juan Huts routes and participate in field days
- **Work-Life Balance:** A role that supports both indoor productivity and outdoor passions

Why You'll Love This Role

- Support adventure without being in the field every day
 - Enjoy a predictable office rhythm with regular trail and hut days
 - Real schedule flexibility and seasonal balance
 - Work with a passionate, fun, tight-knit team
 - Enable people to get outside, explore the mountains, and create life-changing adventures
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