

# Assistant Station Manager:

Colorado Railbike Adventures is a locally owned and operated railbike excursion and event business located in historic Erie Colorado. Railbiking is a fun, outdoor activity where guests ride pedal powered railcars along the railroad tracks for an outdoor adventure through open spaces. Our mission is to bring people together, create connections, enjoy the outdoors and be reminded of our history in a fun and one-of-a-kind experience for all ages.

The Assistant Station Manager role is a part-time role supporting the Station Manager with management of the entire railbike site, ensuring smooth operations for all excursions. Assistant Managers will be responsible for maintaining a professional environment with a high sense of safety standards and excellent guest service while creating a fun and welcoming atmosphere for guests and staff. Peak operating season is May-December, with potential off season hours.

What you will be doing:

- Represent Colorado Railbike Adventures mission and vision
- Ensure all organizational, functional, and safety requirements are met daily
- Manage shifts open/close and support scheduling, training and development
- Assist manager and team members
- Selectively lead and perform maintenance of station and rail track property
- Merchandise sales and inventory management
- Basic Bike Maintenance and management of maintenance vendors
- Organize special events, field trips, corporate outings, and parties as assigned
- Coordinate seasonal displays and activities as assigned
- Support marketing initiatives and social media presence

What we expect from you:

- Strong communications skills with team members, guests and community partners
- Outdoor enthusiasts ONLY; we work in all weather conditions
- Excellent guest service skills with people of all ages and abilities
- Able to lift 50+ lbs and comfortable maneuvering heavy equipment daily
- Quick and creative problem solving skills
- Technology, media, and computer skills
- Independently motivated
- Strong desire to help grow the business and be a team player
- Love of seasonal activities, decorations and bringing experiences to life

Qualifications:

- Drivers License
- CPR and First Aid Certification or willingness to be trained
- FRA Rules Certification (training provided)
- 18+ years old
- High School Diploma or equivalent

Experience:

- Management (minimum 1 year)
- Mechanical Maintenance Preferred

Schedule:

- Peak Season May-December – minimal hours Jan - April
- Flexible shifts depending on staffing and schedule (3 12s, 4 10s or mix of schedules\_
- Weekends
- Holidays

Pay

- Starting at \$20hr

\*\*\*At Colorado Railbike Adventures, we believe that every individual deserves equal consideration for employment opportunities, regardless of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected status. As an employer, we pledge to:

**Provide Fair and Unbiased Hiring Processes:** We evaluate candidates based on their qualifications, skills, and experience without regard to any discriminatory factors. Our hiring decisions are guided by merit and the ability to contribute to our team.

**Create an Inclusive Environment:** We foster an environment where everyone feels welcome, respected, and valued. Discrimination, harassment, and bias have no place in our workplace.

**Accommodate Individuals with Disabilities:** We make reasonable accommodations for applicants and employees with disabilities to ensure equal access to employment opportunities. If you require an accommodation during the application process, please let us know.

We invite all qualified individuals to explore career opportunities with us. Join our railbike adventures and be part of a team that celebrates differences and embraces the unique contributions of each person.