

**JOB ANNOUNCEMENT**  
**Hostel/Facility Rental Assistant**

Hidden Villa is an education organization that uses its farm, wilderness and the surrounding community as the context for teaching and learning while emphasizing environmental education and social responsibility. Our mission is to engage children and adults in hands-on, innovative programs promoting environmental awareness and humanitarian values. Hidden Villa is a private, nonprofit organization with a 60-year history and excellent reputation.

**GENERAL RESPONSIBILITIES**

The responsibilities of the Hostel Assistant include welcoming and registering guests; providing information on hostels, the local area and Hidden Villa; creating a warm and friendly atmosphere; cleaning and maintaining the hostel buildings and grounds; booking reservations for Hidden Villa's Facility Rental Program; set up, greeting and clean up related to facility rentals.

**SKILLS REQUIRED INCLUDE**

1. Excellent customer service and communication skills
2. Comfortable presenting information to groups
3. Accurate, detailed administrative support
4. Willingness and ability to do domestic chores
5. Willing to work flexible shifts, including evenings, weekends and holidays
6. Computer literate

**MINIMUM QUALIFICATIONS**

Applicants for the position of hostel assistant must be at least 18 years of age and have the ability to carry out tasks to completion with minimal supervision. Must possess a warm, cheery disposition and exhibit a desire to create a welcoming place for travelers. Must demonstrate the ability to communicate with a diverse group of individuals. A commitment to excellent customer service is required. Attention to detail and the ability to conduct basic cash transactions are also required.

**TERMS OF EMPLOYMENT**

This is a full-time, 35-40 hours per week, non-exempt position. Hostel staff is required to live on site; a private cabin is provided with shared laundry, kitchen and bath facilities. The salary is \$9.00 per hour. Benefits include health insurance, vacation and sick leave. The Hostel operates 7 days/week, from 8:00 a.m. – 10:00 p.m. Assistants must be willing and able to work evening, weekend and holiday shifts. The facility rental program operates year round. Must have valid California Drivers License. Must be able to lift 25 lbs.

**HOW TO APPLY**

Please send your resume with cover letter to: Personnel, Hidden Villa, 26870 Moody Road, Los Altos Hills, CA 94022. E-mail [jobs@hiddenvilla.org](mailto:jobs@hiddenvilla.org). Hidden Villa is a nonsmoking environment.

**Hidden Villa is committed to diversity in our workplace and our programs. We do not discriminate on the basis of sex, race, color, age, sexual orientation, national origin, religion, creed, ancestry, disability or veteran status.**