



YELLOWSTONE

NATIONAL PARK LODGES

Legendary Hospitality by Xanterra

Employee Experience Planner

Yellowstone Awaits You!

Congratulations on being selected to be part of our 2018 summer seasonal staff. You will be joining a team of over 2,500 employees from all over the country and the world who have been selected to support Xanterra's mission of Legendary Hospitality with a Softer Footprint.

No matter what your job, Yellowstone National Park, which offers something for everyone, will be your backyard for the summer. It is our hope that the "Yellowstone Experience" will be as unique and memorable for you as it will be for our guests.

We encourage you to review the following pages to learn how to best prepare for living and working in America's first national park.

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Your Arrival Day!

Day One

1. Arrive at Gardiner HR Office at 7 or 8 am (see schedule below) *
2. Pick up uniform (if required)
3. Travel to assigned work location
4. Stop @ Housing Office for room assignment

Human Resources Office Location

12A Robert Reamer Ave

Gardiner, MT 59030

307.344.5324

GPS Coordinates N 45.036837 W 110.713768

*Check-in Hours on Scheduled Start Date

7am–10am (April-May)

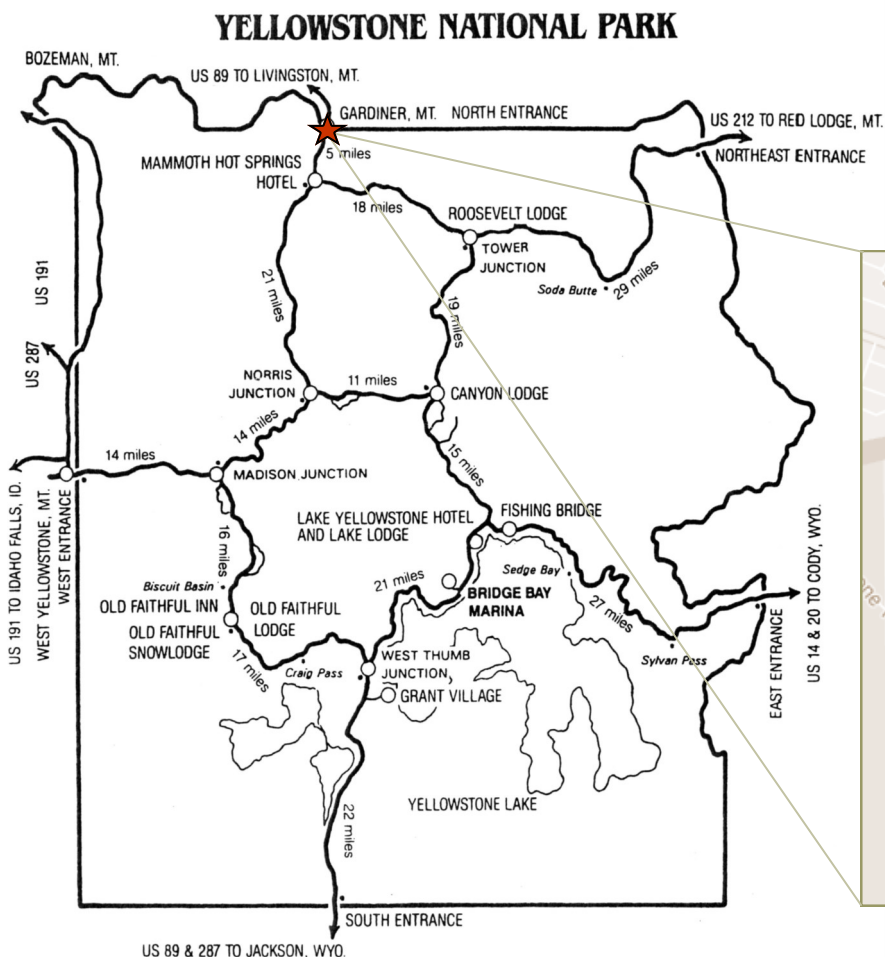
8am–10am (March, June-September)

Don't Forget!

You must have proper identification upon arrival. Required document options could be one of the following:

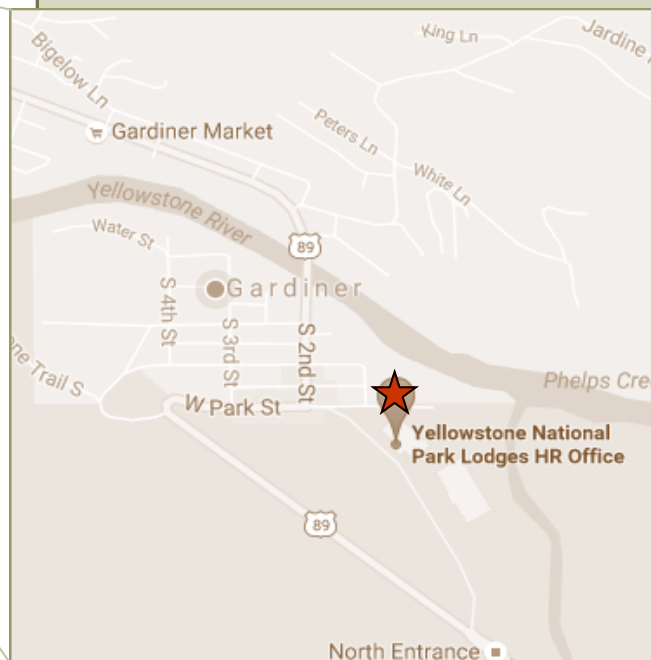
- 1) a U.S. passport works as a stand alone document, or
 - 2) a Drivers' License/ID Card and a Social Security Card. Please look at Onboarding documents for specifics.
- We must have the original ID – NO COPIES, and documents **cannot be expired**.
 - Letter of Recommendation: For **NEW EMPLOYEES** only. In case you didn't email a letter of reference you must bring a positive letter of recommendation. You cannot begin employment without it.

How Do I Get To Yellowstone?



★ On your start date you will check in for employment in Gardiner, MT (see star on map). Please be aware of seasonal road closures in the park. Many roads don't open until late May.

Contact **307.344.2117** for a **National Park Service Road Report**.



Travel Options and Lodging Prior to your Arrival

Traveling by Car

Some park roads may be closed when you arrive. Closures are common through mid-May, so call ahead for road information at 307.344.2117. Or download the NPS mobile app - *NPS Yellowstone National Park*.



If you travel through the park to get to Gardiner, you must show your job offer in order to enter the park without paying.

Traveling by Bus or Airplane

There is airport and bus service to Bozeman, MT. For booking purposes search for Bozeman, Montana (BZN). We provide free transportation from Bozeman, Montana to Yellowstone on your check in day. Our employee bus does NOT make daily trips—it only picks up on scheduled check-in days. Also, the bus does not pick-up at the Bozeman Airport. See pick-up locations below. You must contact our office at least 48 hours in advance and let us know you need transportation.

Bus Pick-up Times & Locations

Holiday Inn — 7:00 am

5 EAST BAXTER LANE
BOZEMAN, MT 59715

- You will need to be at the Holiday Inn on your scheduled arrival date
- Out of respect to other customers please do not arrive at either location more than an hour prior to pick-up.

Walmart Supercenter — 7:20 am

1500 N 7th AVE
BOZEMAN, MT 59715

- Bus Stop is outside the Lawn & Garden Entrance
- You will need to be at the bus stop on your scheduled arrival date.

Lodging/Accommodations

Bozeman Accommodations

[Holiday Inn](#).....406.587.4561

5 East Baxter Lane, Bozeman MT

The Holiday Inn is one of our employee bus pick-up locations. The hotel also offer a complimentary airport shuttle.

[Treasure State Hostel](#).....406.624.6244

27 E. Main Street, Unit 8

This hostel is approximately 1 mile from the bus station pick-up location.

These three hotels are within walking distance of the bus station pick-up location. For airport connections, inquire about shuttles or Uber.

[Days Inn](#).....406.587.5251

1321 N. 7th Ave.

[Comfort Inn](#).....406.587.2322

1370 N. 7th Ave

[Gran Tree Inn](#).....406.587.5261

1325 N. 7th Ave.

Gardiner Accommodations

[Yellowstone River Motel](#).....406.848.7303

A discount is available to Xanterra Employees prior to Memorial Day.

[North Yellowstone Lodge & Hostel](#).....406.823.9683

Find more lodging options online or visit the [Gardiner Chamber website](#).

Planning for Departure...

When your summer comes to an end:

We provide bus transportation to Bozeman on the first day after the end of your agreement date. We strongly recommend booking flight or bus reservations out of Bozeman two days after your end date to ensure you are on time for your bus or plane.

What to Bring...

Recommended/Required Items

- Black Slip-Resistant Shoes
- Shower Caddy
- Shower Shoes
- Toiletries
- Towel
- Laundry Detergent
- Daypack
- Earplugs
- Water bottle
- Camera
- Alarm clock (battery operated)
- Journal
- Weather appropriate clothing (think layers!)
- Sunglasses
- Hiking boots and/or shoes
- Sunscreen and Lip Balm
- Prescription medicine (enough to last three weeks)

Optional Items

- Large Backpack
- Tent
- Hat and gloves
- Sleeping bag and pillow
- Insect repellent
- Headlamp
- Favorite book
- Fishing rod/reel
- Laptop
- Compass/ GPS
- Cell phone and phone charger
- Bed linens (single-sized sheets are provided)

Visit us on Social Media



<https://www.facebook.com/yellowstonejobs/>

<https://twitter.com/YellowstoneJobs>



<https://www.linkedin.com/>

Tips on Shoes to Bring

- For majority of our positions—shoes must be black, full coverage, closed-toe, with slip-resistant outsoles. Material must be leather or non-porous material: Canvas or cloth is not permitted for safety reasons. Some departments, like Campground, may have different shoe requirements. Please check with your department for specifics.
- Keep your shoes clean and in good condition.
- Food & Beverage Front of House employees must wear dark socks as part of the uniform.
- You have until one week after your first paycheck to purchase the correct shoes if you did not bring a pair with you. Xanterra has a shoe purchase program through which you may buy shoes using a payroll deduction. More information on this program is available through your manager or through the Housekeeping Office.
- Shoes can be purchased online at [Shoes For Crews](#)



Living in Yellowstone

Employee Housing

Most dorm rooms are equipped with two single beds (can be bunked or unbunked) and a dresser. Linens are provided if you don't wish to bring your own. Use of laundry machines is included in room and board charge.

Employee Dining

Employee Dining Rooms are open daily, serving breakfast, lunch, and dinner during set meal times. A menu cycle has been established to provide a wide variety of well-balanced meals, including vegetarian options and a full salad bar. If you need to eat on the go, or you are planning to be away from an EDR, you can order a box lunch.

Due to the large number of meals prepared each day individual requests and/or restricted diets cannot be accommodated. Yet, we are certain you will find wholesome foods to satisfy your taste buds!

“YCERP”

Visit Yellowstone's [co-op recreation department online here](#) to learn more about sports, adventures, outings, rental opportunities and other activities.

