

American Alpine Institute^{Ltd.}

Job Opening for Assistant Program Coordinator for the North Cascades

Intro to the Job & the Institute:

The North Cascades Assistant Program Coordinator position is a year-round, full-time position for a creative and energetic person who has great enthusiasm for people, an interest in climbing, and a desire to work for a company that is committed to providing the best climbing education in America, protecting and preserving the natural environment, and working proactively to assure adequate funding for public lands and public access to backcountry recreation opportunities.

Numerous media writers have described the Institute as America's leading mountain climbing school and international guide service. It has also been recognized by the National Park Service as one of the four most innovative permit holders for its environmental programs among more than 500 NPS concession holders.

The duties of this job include the full range of typical office operations. Because the person filling this role will need to learn the details of AAI programs and gain the knowledge to skillfully counsel and register clients on the telephone, some climbing and/or mountaineering background is required.

Our company is composed of a highly motivated and dedicated staff that serves an enthusiastic clientele from all over North America and abroad. We work in a very positive and mutually supportive environment, and we work as a highly effective team that cares about achieving the Institute's mission as well as maintaining the smooth functioning of our complex (multi-state, multi-country) day-to-day operations.

Starting Dates:

This position can begin as a half-time or full-time job in July, but needs to be full-time by early August. It is not a certainty at this time, but a second position may open in September.

Duties:

Initial duties:

- Coordinate client registration and preparation for programs with via email, phone, and occasionally Skype with clients in other countries.
- Process client registrations and generate tuition payment schedules.
- Assist in the upkeep of the Institute's website and social networking outlets.
- Assist with marketing efforts by coordinating with the Institute's North Cascades Senior Program Coordinator and Assistant Director for Information Technology and Marketing.
- Participate as one member of a dynamic team in strategic and operational planning and in the design and completion of special projects.

After two months of training, duties also include:

- Converse with inquiring clients on the phone or via email to provide counsel on the most effective means for reaching their short and long-term climbing, skiing, and/or leadership goals.
- Discuss their general outdoor experience, their climbing background, and their qualifications for the programs in which they have an interest.

Requirements:

- At least basic knowledge of climbing and mountaineering; outdoor roped climbing experience is required.
- Abilities to write and speak articulately, creatively, and effectively.
- Ability to use Word and Excel.
- An ability to work with a high level of energy, commitment, and responsibility.
- Knowledge of climbing in the Cascades is helpful but not required.

Compensation:

- \$26,000 to \$32,000 depending on experience.
- Partial reimbursement for personal health insurance
- 10 days paid personal time off (vacation/sick leave)
- Pay rate, paid time off, and health insurance benefits increase with time.

Other Benefits:

- Participate in AAI training programs without cost
- Purchase outdoor clothing and equipment through pro-deals with over 200 companies (prices are normally at or below wholesale cost, that is, forty to fifty percent off retail pricing)

Intro to Bellingham:

Many find Bellingham to be a wonderful place to live. With an extensive system of parks and trails, good outdoor fun is right out the door for runners as well as road and mountain bikers (the American Hiking Society named Bellingham one of the top 30 "Trail Towns USA"). Kayakers, canoeists, stand-up paddle boarders, and sailors can put into the inland waters of the Pacific just 12 blocks from our office, where the end of the road meets the inland waters of the Pacific Ocean in northern Puget Sound (also now known as the Salish Sea).

Travel east and you can climb or ski on scenic and heavily glaciated Mt. Baker. Drive north two hours to Squamish, British Columbia, and enjoy some of the best rock climbing in North America or two-and-three-quarter hours to some of the best skiing and mountain biking in North America at Whistler-Black Comb.

Outside magazine ranked Bellingham #1 in the US for living in a place with great opportunity for outdoor sports. If you live here into your senior years, you'll be pleased to know that the American Association of Retired People (AARP) ranking Bellingham as the #1 city in which to retire in the U.S. Bellingham is ranked 8th in the US by the Environmental Protection Agency for municipal governments committed to buying green energy.

And the city is ranked number two in the U.S. for three other things: highest per capita use of the public library (we're all trying to expand our minds); highest per capita number of arts organizations (we're all trying to find ourselves and the meaning of life); and the highest per capita number of espresso shops (we're all trying to stay awake in the process). In all seriousness, if you move here you will become part of a part of a bright, energized, sports-minded, and environmentally conscious community that also happens to be very beautiful and socially warm and friendly.

Instruction and Guiding Opportunities:

This is an administrative position, not an instructional or guiding job. However, if the successful applicant has professional guiding experience or would like to develop guiding skills, limited guiding opportunities may be open to the coordinator as part of the job.

Application:

Please complete a Wufoo application here:

<https://alpineinstitute.wufoo.com/forms/zgopqv50munfq9/>

Be sure to attach your résumé and cover letter to the application, and in your cover letter please explain why you would like to work here and why you feel qualified for the job.

See the Institute's website at: www.alpineinstitute.com

You can contact Dunham Gooding (Dunham@AlpineInstitute.com) if you have a question.

An Introduction to the American Alpine Institute

The American Alpine Institute is an international mountain climbing school and guide service. It offers courses in rock, snow, and ice climbing for those just beginning to climb as well as for those with experience who want to advance their skills. AAI also offers guided climbs and expeditions (from moderate to very challenging) on which its clients apply all their climbing techniques and good judgment in an effort to climb one or more major summits. The Institute's programming also includes backcountry skiing and snowboarding, technical rescue training, avalanche training, and leadership training.

Most reviewers consider AAI the best guide service in the US for basic, intermediate, and advanced climbing education as well as guided climbing in which the climber improves skills and further develops mountain judgment. John Krakauer, author of *Into Thin Air*, terms the Institute "the best all around climbing school and guide service in North America."

Domestic & International Programs

Part of the appeal of the Institute to our clients is our ability to teach them at all technical levels and, additionally, to guide them at any technical level throughout the world. AAI climbers also find great reward in the philosophy of and commitment by AAI guides to always help each climber expand their climbing skill and judgment regardless of the context. Even on guided climbs, we don't simply get people to the summit – we help them become better climbers in the process.

The single largest areas of operation for the Institute are in Washington, Nevada, California, and Alaska. In Washington's Cascades, most courses and guided climbs begin in early May – when the weather improves and the mountains come into good shape – and continue until early October. In Nevada's Red Rock Canyon, most programs run between October and May. In California's Sierra and Colorado's Rockies we offer programs year round, while in Alaska our focus is on the best weather months of May, June, and the first half of July.

We also operate in many other areas: in the summer we have programs in Canada, France, Switzerland, Russia, Tanzania, Peru, and Bolivia, while in the fall, winter, and spring we have programs in Canada, Ecuador, Chile, Argentina, Tanzania, Antarctica, and in many locations in Asia.

Great geographical diversity of programs is part of the appeal that the Institute has to its clients. We climb the 7 Summits, and we also trek, teach, and climb on the most beautiful mountains in the world, from Alaska to New Zealand and from Chile to China.

A combination of this technical and geographical diversity with a dedication to making every program that we operate packed with learning and rewarding experiences, has earned high regard for the Institute throughout the world.

"The best all around climbing school and guide service in North America."
Jon Krakauer, *Outside Magazine*

"AAI is the Harvard of climbing schools."
Matt Mooney, *New York Times*

"Simply the best climbing school and guide service in America."
Backpacker Magazine

"The American Alpine Institute is America's top climbing school."
Travel and Leisure

"AAI has America's best rock climbing program."
Outside Online

Extremely happy clients, many repeat customers, and a staff of dedicated guides and administrators have together built this reputation.

Facilities

All of the Institute's operations are managed out of our administrative office (a converted house in the Fairhaven Historical District) in Bellingham, Washington. Working here are the Institute's president and his executive assistant, the Director of Operations, the Assistant Director for Information Technology and Marketing, four Program Coordinators, and a bookkeeper.

The Equipment Department fills a second AAI building (also a converted house, next to the administrative office), with retail space on one floor and rental gear and guide service gear on another. It is staffed by the Institute's Retail Equipment Manager, Guide Service Equipment Manager, plus three Equipment Specialists. The Equipment Department outfits the guide service with technical gear, rents equipment to clients and the general public, and sells gear to clients, guides, and the general public.

AAI's Leadership in the Outdoor Industry and in Environmental Protection and Education

As well as working hard for its clients, AAI also works hard for the environment and for the mountain guiding and outdoor industries.

Leadership in the Guiding and Human Powered Outdoor Sports Industries

AAI and its staff have been creators and shapers of programs and policies within the guiding industry. Several Institute guides have served as teachers and examiners in the American Mountain Guides Association's Certification Program; two AAI guides have served as chairmen of the national certification program; and AAI's Director also served as a board member and president of AMGA for a decade. Three other present and past AAI guides have served as AMGA board members and two of them have served as president. The Institute's Director of Operations currently serves on the board.

AAI is a member of the Outdoor Industry Association (OIA), the trade association of America's \$41 billion human-powered outdoor sports industry. AAI's president served on its board for nine years and as its president for four years, during which time he greatly expanded the government affairs branch of the trade group and testified before the US Senate on recreation and public lands policies.

AAI has participated in OIA's manufacturer's standards committees, and three AAI staffers have served as members who vote on ASTM standards for climbing equipment manufactured in the U.S. One Institute staff member served as a delegate to the National Summit on Outdoor Recreation and on the National Steering Committee of the Leave No Trace (LNT) program that established LNT as a non-profit organization. One AAI staff member also served as Chairman of the National Summit Committee on Search and Rescue.

Leadership in Environmental Protection and Conservation

For decades the Institute has been proactive in efforts to preserve and conserve natural environments and to foster expansion of low impact recreation opportunities for all Americans, especially those who have not previously experienced the beauties and rewards offered by our country's public lands.

Most recently, the Institute created a Climate Initiative – Climbers for the Climate, an ambitious program to combat climate change. Since every pound of CO₂ released into the atmosphere diminishes both the short and long-term health of the landscapes we cherish, recreate in, and work in, AAI uses clean energy sources whenever it can, and when they are not available, we use carbon offsets and Renewable Energy Certificates (RECs) to come as close as possible to having a zero carbon footprint. We purchase RECs to offset carbon consumed in fuels

for everything from land and air travel to camp stoves and hotel stays.

As part of this initiative the Institute encourages trekkers and climbers to purchase Carbon Offsets or RECs. Those who trek or climb with AAI can apply 50% of what they spend on Green Power and Carbon Offsets (for their AAI trips or for life at home) as a credit to the cost of their AAI programs. This and other actions garnered recognition of the Institute by the National Park Service as one of the four most innovative permit holders for environmental programs among more than 500 NPS concession holders.

On the political front, AAI has been an active lobbyist in Washington, DC, working for better funding of our federal land management agencies, for full funding of the Land and Water Conservation Fund, and for legislation that creates new wilderness areas or otherwise protects important natural landscapes.

AAI is among the oldest members and financial supporters of the Conservation Alliance, a group of outdoor industry companies that disburses its collective annual membership dues to grassroots environmental organizations. It directs its funding to community-based campaigns to protect threatened wild habitat, in many cases – but not exclusively – where outdoor enthusiasts recreate. It has dispersed \$20 million in grants since its inception in 1989.

The Institute is also a financial supporter of North Cascades Institute, and its director has served on its board or directors and as its president for many years. North Cascades Institute seeks to inspire closer relationships with nature through direct experiences in the natural world. Its mission is to conserve and restore Northwest environments through education, and it connects people, nature and community through science, art, literature and the hands-on study of the natural and cultural history of the Pacific Northwest.

Work Atmosphere

AAI is a great place to work. It provides opportunity to work with a group of wonderful people who care about their work, each other, and the environment in which we live. It is a skilled and very enthusiastic team that is extremely active in a variety of outdoor sports (especially climbing and skiing, but also mountain biking, running, sea kayaking, and fishing). Many long-term and life-long friendships and climbing partnerships originate here.

We are also privileged to work with a well educated, highly motivated, and very enjoyable clientele. It's a lot of fun helping AAI climbers prepare for great adventures around the world. The work at AAI involves a great deal of personal contact with AAI clients, many in person and many more on the telephone. All aspects of administering to and corresponding with our clients are conducted on a friendly, enthusiastic, and professional basis, and the rewards of all that contact are significant for our clients and for us.

Variety is also characteristic of our program coordinators' work, from designing marketing materials and strategies, to program development and scheduling, to routine data entry systems refinement and development. And while each program director oversees a specific

portfolio of programs, each also plays an important role in guiding the Institute to the achievement of its mission and strategic goals in effective and rewarding education for our clients, the reduction of environmental impacts from our operations to as close to zero as possible, and conservation and preservation of the natural environment through direct work as well as support for a variety of non-profit organizations.

It is exciting and rewarding to be a part of an organization that is on the leading edge of developments in effective and inspiring outdoor education and which is a leader in developing new means of protecting the environment and reducing carbon footprints of businesses in the human powered outdoor recreation industry.

***AAI is proud to be an
equal opportunity employer and an
equal opportunity recreation provider.***