



American Alpine Institute

Alaska Range Logistics Coordinator

The American Alpine Institute is currently seeking applicants for the Alaska Range Logistics Coordinator position. This position will start as a part-time position in early February and then evolve into a full-time position in April. The position will be split between Bellingham, Washington and Talkeetna, Alaska.

In Bellingham, the coordinator will receive proper training to ensure that he or she is set up for success before the start of the Alaska season. In mid-April, the coordinator will move up to Talkeetna, Alaska for the climbing season (May and June). After the Alaska season is finished, the coordinator will return to Bellingham to work as an equipment specialist for the remainder of the Cascade season. The position will end in late October.

AAI runs eight to fifteen trips in the Alaska Range from the end of April through the beginning of July. The Alaska logistics coordinator will assist the guides and the program coordinator with the logistics of setting up each expedition.

Time Commitment & Schedule:

- 9-month position with potential for renewal starting in early February.
- February - April 1 - 30 hours a week
- April 1 - July 10 - 40+ hours a week
- July 10 - late October - 35-40 hours a week

Minimum Qualifications and Requirements:

- Good driving record and valid driver's license.
- Experience in expedition and logistic planning is preferred.
- Excellent organizational skills.
- Ability to work well with others.
- An ability to communicate via cell phone and email.
- Excellent prioritization skills
- An understanding of and passion for the mountaineering industry.

Descriptions of Duties and Responsibilities:

The primary goal of this position is to assist AAI program coordinators and guides in various aspects of planning and operating AAI's Alaska Range mountaineering expeditions. The secondary goal of this position will be working at the Equipment Shop [in Bellingham, WA] as an Equipment Specialist after the Alaska season has concluded.

- Plan, order, and pack food for the season beginning in Bellingham, WA
- Work with the Equipment Shop staff on gear maintenance, and become familiar with Personal Protective Equipment evaluation
- Set up AAI's base in Talkeetna
- Stock and organize food and gear rooms
- Provide transportation and logistical support for AAI guides and clients before and after climbing trips.
- Facilitate the exchange of needed group gear between expeditions.
- Unpack, clean and re-prepare expedition gear between trips.
- End of season tear down and inventory.

Responsibilities:

Preseason (February - mid-April):

1. Responsible for set up of food vendor pro-deals and ordering
2. Work with Equipment Manager for equipment ordering
3. Assist with Denali Client Equipment List update
4. Medical kit and prescription drug tracking and organization
5. Preseason transportation
6. Assist Alaska Manager with pre-season logistics and manual updates
7. Transporting gear up to Alaska

During the season (mid-April - early July):

1. Setup and organization of Alaska base
2. Management and coordination of guides upon arrival to Alaska; at the hostel during prep and post-expedition
3. Timely unpacking, cleaning, and re-prepping of expedition food and gear between trips; the successful exchange of needed group gear between expeditions; and checking in medical kits
4. Uphold the designated and approved Alaska budget; manage receipts and budget tracking throughout the season
5. Provide weather forecasts and other support to guides on the mountain
6. Provide post-trip client contact
7. Daily maintenance of food organization and storage: schedule, weekly inventory

8. Upkeep of gear rooms: cleaning countertops; sweeping; cardboard box breakdown, garbage and recycling management and weekly trips to recycling center/dump
9. Transportation and logistical support for AAI guides and clients before/after expeditions, including support of clients finding lodging in Talkeetna after each expedition.
10. Management support for hostel upkeep (holding guides accountable for their usage)
11. Primary person responsible for trips to Anchorage to grocery shop and pick up/drop off guides from airport
12. Facilitate the exchange of needed group gear between expeditions
13. Check-in medical kits from each returning guide and ensure that every dose of prescription medication used is accounted for.
14. Support with an end of season teardown and inventory of food and equipment
15. Responsible for keeping track of hours worked each week

Postseason (early July - late October):

1. Postseason inventory and shut down
2. End of season budget breakdown.
3. Responsible for packing up and setting up transportation for gear back to Washington if needed.
4. Return to Bellingham to assist the Equipment Shop with Cascade courses
5. Perform all the duties required of an Equipment Specialist (See attached document)
 - Approximately 30-40 hours/week at an hourly wage (DOE)

Food and Lodging while in Talkeetna

The logistics coordinator will stay at the Talkeetna, Hostel, AAI's Alaska operations headquarters. There the coordinator will have access to a kitchen and guide food throughout the climbing season.

Compensation and Benefits

Compensation

- Pre-Alaska, compensation will be paid on an hourly rate (\$13-\$15 per hour, DOE)
- In Alaska, (and while traveling to and from Alaska), the coordinator will be paid a day rate of \$100 per work day.
- Opportunity to participate in any of AAI's 3- or 6-day Cascade courses for free.
- While in Alaska, lodging, transportation, and some food (breakfast, lunch, dinner from AAI's AK food inventory) will be provided.
- If the coordinator chooses to return the following year, there will be a \$1000 bonus.

To Apply:

Go to the following web address:

<https://alpineinstitute.wufoo.com/forms/zmziqa035t5q4/>

Contact:

For more information please email Wyatt Evenson at wyatt@alpineinstitute.com.
No phone calls, please.

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American Alpine Institute

www.alpineinstitute.com

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