

Job Opening for American Alpine Institute Executive Cleaning Wizard

THE INSTITUTE

The Alpine Institute is an international mountain climbing school that operates in 6 states and 16 countries, and this is our sole office. We are considered America's best mountain school and guide service, and we are leaders in teaching environmental care and leaders in taking action on climate change. We are a 100% carbon neutral company and provide tuition credits to clients who offset their carbon consumption.

THE OFFICE

Our office facilities consist of two houses that have been converted to an office and a retail / rental gear shop. This job is for cleaning the administrative office and the main floor of the retail gear shop.

THE DUTIES

The duties are normal cleaning duties in an office that is kept pretty clean by the staff. The work includes vacuuming, mopping (dry and wet), dusting, and cleaning fixtures, counters, computers, desks, and all other surfaces that people touch.

By mutual agreement, there can be additional hours on occasion for special cleaning projects (like windows) or office tasks as an administrative assistant; this would be in the afternoon and is not a requirement. Administrative assistant work is paid at \$14 - \$16.00 / hour, whereas the cleaning job is \$18.00 / hour.

WHAT WE ARE LOOKING FOR IN YOU

We need someone who:

- finds it easy to give attention to detail
- likes getting things "just right"
- is basically fit and has decent upper body strength; you don't need to be an athlete or be unusually strong, but for example, you need to be able to maneuver a light-weight vacuum on a single flight of stairs
- is super dependable
- is honest
- has a good sense of humor and is fun to be around

WHAT YOU WILL FIND IN US

You will find that we:

- are nice folks who like people and treat everyone with respect
- like what we do and are proud of our environmental initiatives and our work as expert teachers helping people be safe in the mountains and leading trips in the Cascades and around the world
- have a good sense of humor and are fun to be around
- appreciate your work

PAY & BENEFITS

Pay is \$18.00 / hour.

Pro-deals on outdoor clothing and equipment (at least 35% off).

HOW TO APPLY

Complete the online job application form on Wufoo, and attach a cover letter and résumé. We require two references.

Apply here: <https://alpineinstitute.wufoo.com/forms/k1x43x0k0n6ocdw/>

You may also access the application form from the employment page on our website, here: <http://www.alpineinstitute.com/about-us/employment/>

We would like a commitment of at least several months, but this job could last for a year or more for the successful candidate.

IMPORTANT

In your cover letter, please indicate at least briefly:

1. why you think you would be good at this job;
2. if you have an interest in outdoor sports, particularly climbing and mountaineering (not required);
3. why you are studying what you are studying at university; and
4. why do you think you would enjoy working with us, and us with you.

Thank you for applying for this position!!

An Introduction 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 “Trail Town USA,” along with only 29 other communities).

Sea kayakers can put in just 12 blocks from our office where the end of the road meets the inland waters of the Pacific Ocean in northern Puget Sound. Travel east and you can be climbing on a massive glacier on Mt. Baker in two hours. Drive north two hours to Squamish, British Columbia, and enjoy some of the best rock climbing in western North America.

Outside magazine ranked Bellingham #1 in the US for living in a place with great opportunity for outdoor sports. 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 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 warm and friendly.

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 offers guided climbs and expeditions on which its clients apply all their climbing techniques and good judgment in an effort to climb one or more major summits. We also offer skills-clinics for backcountry skiing and snowboarding, ski and snowboard descents of major summits, avalanche safety classes, rescue courses for lay people and professionals, and treks in the Cascades, Alps, Andes, and Himalaya.

AAI climbers 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, 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 California’s Sierra, 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 Nevada, Colorado, Canada, Ecuador, New Zealand, Chile, Argentina, Tanzania, Antarctica, and a variety of 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 – large and small – 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. In *Outside* magazine, Jon Krakauer termed AAI the “best all-around guide service and climbing school in North America,” *Travel and Leisure* rated it “America’s top climbing school,” and Matt Mooney of the New York Times calls AAI “the Harvard of climbing schools.” Extremely happy clients, many repeat customers, skilled administrators and program counselors, and a staff of dedicated technical guides who are skilled as teachers – have together built that reputation.

Facilities

All of the Institute’s operations are managed out of our offices (two converted houses in the Fairhaven Historical District) in Bellingham, Washington. Working here are a president, an executive director, an assistant director for information technologies and marketing, four program coordinators, an administrative assistant, two equipment and retail shop managers, and three equipment specialists.

The Equipment Department fills the smaller of the Institute’s two buildings, with retail space on one floor and rental gear and guide service gear on the other. 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.

Leadership in the Outdoor Industry

As well as working hard for its clients, AAI also works hard for the preservation of wilderness, the protection of public lands, and the well-being of the human powered outdoor sports industry and has been a major creator and shaper of programs and

policy within it. Several guides serve as teachers and examiners in the American Mountain Guides Association's Certification Program; two AAI guides have served as national chairmen of the program; AAI's president also served as a board member and president of AMGA for a decade; and the Institute's Director of Operations currently serves on the AMGA board of directors.

AAI is a member of the Outdoor Industry Association (OIA), the trade association of America's human-powered outdoor sports industry, and AAI's director served on its board and as its president for many years. 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.

The Institute has been cited by the National Park Service as one of five top leaders and innovators in environmental protection nationally. The Institute has reduced energy consumption on all its programs worldwide, and it offsets 100% of its carbon consumption through investment in green energy. AAI also offers clients an opportunity to subsist on green energy via carbon offsets, and it provides them with tuition credits when they participate in the program. AAI is a national leader in developing methods to achieve total carbon offsets.

Work Atmosphere

AAI is a great place to work. It provides opportunity to work with a group of great people who care about their work, each other, and the environment in which we live. It is a skilled and very enthusiastic group 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 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. Variety is also characteristic: from designing marketing and promotional materials and strategies, to program development and scheduling, to routine data entry and brochure mailings, all aspects of administering to and corresponding with our clients are conducted on a friendly, enthusiastic, and professional basis from our centralized office and equipment shop.

To apply for the position, go to:

<https://alpineinstitute.wufoo.com/forms/k1x43x0k0n6ocdw/>

If you have any questions, please email Dunham Gooding at
Dunham@AlpineInstitute.com

AAI is an Equal Opportunity Employer
