POSITION DESCRIPTION

ORGANIZATION: The American Alpine Club

LOCATION: Moose, Wyoming

POSITION: Grand Teton Climbers’ Ranch Assistant Manager

ORGANIZATIONAL INFORMATION:

MISSION
To support our shared passion for climbing and respect for the places we climb.

VISION
A united community of competent climbers and healthy climbing landscapes.

AUDIENCE
Everyone who loves climbing.

CORE VALUES
Authoritative climbing information, knowledge and resources benefit and inspire us and future generations.
Advocacy and leadership advance our climbing interests and promote conservation.
Community and competency strengthen and embolden us to push our limits.

WEB SITE: www.americanalpineclub.org/lodging

JOB DESCRIPTION:
The AAC is recruiting qualified candidates for Assistant Manager of the Grand Teton Climbers’ Ranch. The Grand Teton Climbers’ Ranch is located within Grand Teton National Park, approximately 20 miles from the town of Jackson. This position is full-time, seasonal, from late-May through mid-September of each year. Housing is provided on the property, and the Assistant Manager is required to live on site throughout the season. The Assistant Manager is expected to function in support of and at the direction of the GTCR Manager the AAC Lodging Director. Additional pre-season responsibilities may be assigned that can be accomplished remotely.

RESPONSIBILITIES:
The Assistant Manager, in conjunction with the Climbers’ Ranch Manager, is responsible for the daily management, maintenance, guest service, and success of the Club’s Grand Teton Climbers’ Ranch. The Assistant Manager will be the person in charge when the Ranch Manager is off property.

Guest Service:
- Monitor the on-line reservation system
- Register and confirm guest membership upon arrival
- Collect Ranch fees
- Record all transactions on a daily basis
- Provide Ranch information to guests
Public Relations
- Promote the AAC and the Ranch on the Climbers’ Ranch Facebook page
- Maintain a positive working relationship with Climbers’ Ranch neighbors and the National Park Service
- Assist with the planning and execution of large events held at the Climbers’ Ranch

Maintenance and Housekeeping
- Monitor the plumbing systems and electrical systems for issues
- Clean the shower-house, cabins, and bathrooms regularly
- Keep the Climbers’ Ranch free of trash and other debris

Other duties
- Monitor Climbers’ Ranch email account on a daily basis
- Monitor Climbers’ Ranch Facebook account on a daily basis
- Record daily income and expenses
- Assist with the execution of Volunteer Work Week in early June
- Promote and sell merchandise at the Climbers’ Ranch
- Additional duties as assigned by the Climbers’ Ranch Manager and Lodging Director

REPORTING RELATIONSHIP:
The Assistant Manager will report to the Ranch Manager and the AAC’s Lodging Director. The Assistant Manager may also interface with the AAC’s Event and Volunteer Staff and the National Park Service Rangers.

CANDIDATE COMPETENCIES/QUALIFICATIONS:
We seek candidates with drive and ambition who are interested in supporting the mission, vision, and brand of the American Alpine Club. We expect excellent analytical and oral communications skills, computer savvy, a climbing background, and someone who thrives in an especially creative and fun environment. Candidates should possess:
- Experience with guest or client service
- An acute attention to detail
- Record keeping experience
- An excellent demeanor and the ability to represent the AAC in a professional manner at all times
- General knowledge of carpentry, plumbing, power tools, and other maintenance tools and facility systems
- Preferred: First Aid training, experience with Google Drive
- Candidates must be 21 years of age

COMPENSATION:
Commensurate with experience.
Free lodging during the season.
SEND COVER LETTER AND RESUME TO:

Ashlee Milanich, Lodging Director
amilanich@americanalpineclub.org  Subject
“GTCR Assistant Manager”

The position will remain open until filled.
No phone calls, please.