Rumney Campground Manager
at The American Alpine Club

Reports To: AAC Lodging Director  
Classification: Individual Contributor  
Location: Rumney, NH  
FLSA Code: Non-Exempt  
Salary Range: $11,000-$16,000  
30 to 40 hours per week (negotiable), April 15-November 5, 2022

Deadline to Apply February 28, 2022

Rumney Campground Manager
The American Alpine Club (AAC) is looking for a multi-talented and driven individual to join our team as the Manager at the Rumney Campground. The Rumney Campground Manager is responsible for the oversight of the Rumney Campground. This includes networking with local stakeholders and the AAC Volunteer Network to build in-house and collaborative community programs that support the AAC mission. Additionally, the Manager is responsible for hiring, training, and overseeing part-time staff, as well as the daily operations, maintenance, and guest services, ensuring the success of the AAC's Rumney Campground.

As the Rumney Campground Manager, you will:

Public Relations & Marketing
- Network, develop, and maintain positive working relationships with local and regional outdoor organizations and AAC staff and volunteers to create educational and community orientated events and programs
- Intersect with the AAC Programs Department to amplify cross-departmental communication and collaboration
- Collaborate with Marketing to promote the AAC and the Rumney facility on Instagram and Facebook, as well as maintain the Rumney webpage
• Collaborate with Advancement to secure local and regional event sponsors or partners as needed
• Promote and sell merchandise
• Strengthen the connection between the AAC and its programs by promoting and collaborating with program directors and Lodging Management Staff

**Supervisor Responsibilities**
- Assist the Lodging Director in hiring and training of seasonal staff
- Manage onsite staff
- Participate in bi-annual staff reviews
- Assist the Lodging Director in building processes including onboarding, standard operating procedures, and maintenance tracking to inform the budget
- Ensure rules and regulations are clearly visible to all guests and staff
- Be present during all inspections at the campground and communicate effectively to satisfy any questions that may arise
- Communicate updates and events to lodging staff as it relates to the AAC and its programs
- Communicate with organizations and event partners effectively
- Respond to guest or audience comments, messages, emails directly in a timely manner

**Financial Responsibilities**
- Daily accounting and monthly deposits and inventory
- Expense and reimbursement tracking
- Manage the Rumney Campground budget

**Guest Services & Campground Operations**
- Monitor the Rumney's email account on a daily basis
- Monitor the online reservation system
- Collect fees
- Record all transactions on a daily basis
- Manage guest concerns and conflicts
- Provide campground, regional, and AAC information to guests as well as its target audience as it relates to the Rumney Campground and the AAC's Lodging Department
Maintenance and Housekeeping

- Monitor the plumbing systems and electrical systems for issues
- Oversee and assist in the daily cleaning of the bathhouse (in production), residence, as well as groundskeeping maintenance
- Keep the campground and facilities free of trash and other debris
- Purchase materials as necessary for maintenance and repairs

You are a strong fit for this role if you:

- Believe in the AAC vision and mission
- Have excellent interpersonal and communication skills and an ability to represent the AAC in a professional manner at all times
- Have a desire to advance JEDI (justice, equity, diversity, and inclusion) principles and foster an environment of inclusivity both internally and externally. You understand how this work will advance the organization and outdoor recreation communities.
- Have experience with management, events, marketing, and guest or client services
- Have an acute attention to detail
- Have experience record keeping
- Are competent with Google Suites, Squarespace, and Mailchimp
- Have 1-2 years of social media or content development experience
- Are creative and eager to learn and grow new skills
- Are at least 21 years of age

Reporting Relationship

The Rumney Campground Manager will report to the Lodging Director. The Manager is a member of the Lodging Team and collaborates with the entire American Alpine Club staff.

How to Apply

All who love the AAC mission are encouraged to apply, including people of color and Black, Indigenous, transgender, and non-binary people.

Please email your resume and cover letter to amilanich@americanalpineclub.org. Use “Rumney Campground Manager – [Your Last Name]” as the subject line – no phone calls, please. Only potential interviewees will be contacted.

The AAC is an equal opportunity employer. Your gender, religion, sex life, skin color, first language, and size and ability of your body do not factor into employment decisions here. Neither do your friends in high places. If you love our mission and are good at what you do, come as you are.
About the AAC and the Rumney Campground

Founded in 1902, the American Alpine Club (AAC) envisions a united community of competent climbers and healthy climbing landscapes. For more than a century, the AAC has inspired climbers to dream and reach further, to push themselves and the boundaries of climbing. The AAC supports the climbing community through education and resources, community building, policy and advocacy, and through memorializing and archiving climbing history. The AAC represents the interests of its more than 25,000 members from across all disciplines of climbing.

Located in Golden, CO, the AAC jointly owns and operates the American Mountaineering Center and the American Mountaineering Museum with the Colorado Mountain Club. The American Alpine Club Library is North America's largest collection of books and artifacts dedicated to climbing and climbing history with over 190,000 volumes. Additionally, the American Alpine Club operates campgrounds and lodges supporting climbers across the country.