Human Resources Director
the American Alpine Club

Reports To: Chief of Finance and Operations
Classification: Manager
Location: Golden, Colorado
FLSA Code: Exempt

Salary Range: $70,000-$75,000 plus a generous benefits package

As the Human Resource Director you will:

Employee Engagement, HR, Compliance

• Establish, in partnership with the CEO and leadership team, short and long term HR strategies to develop skills, behaviors, and qualities to cultivate a growth orientation and empowerment of teams and individuals.
• In coordination with the CEO and leadership team, develop, implement and oversee a uniform and clear performance review system.
• In coordination with the leadership team, manage recruitment efforts and develop and manage on-boarding processes.
• Develop, manage and advocate for employee professional development.
• Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
• Support creation and advertising of positions, participate in reviewing resumes and interviews, conduct reference and background checks, and draft offer letters.
• Manage employee benefits so that they are clear and accessible to all employees. Health, 403b, disability, etc.
• Participate in disciplinary and termination meetings, conduct exit interviews.
• Ensure effective payroll services and processing including: processing attendance and payroll data, reporting to payroll services, check verification, and distribution.
• Ensure compliance with federal, state, and city regulatory laws, guidelines and standards.
• Ensure accuracy and confidentiality of data stored in employee files; both in electronic form and hard copy.
• Develop and manage conflict resolution processes for in-office and remote employees. Advise staff on complex and nuanced employee relations situations as needed.
• Work in tandem with the Justice Equity Diversity Inclusion-Working Group to identify staff training opportunities that further justice, equity, diversity, and inclusion at the AAC.
• Maintain I-9 and W-9 documentation for all employees and contractors.
• Onboarding of new employees, to include: verification of I-9 forms, enrolling new employees in payroll and benefits platforms; monitor employee benefits enrollment and COBRA enrollment; quality control of enrolled employees against current staff roster.
• Liaison between benefits and payroll providers and staff: answer questions or direct them to the appropriate source.
Office Manager:
The American Alpine Club is run by a small staff with a large national footprint. We've identified the need for an HR director who can also help run our office and align the resources our staff needs to be successful. Please note these are additional role responsibilities.

- Keeps the AAC's mail system and process up-to-date.
- Liaison to American Mountaineering Center, staff: coordinates alarm codes, keys, reserving rooms as needed.
- Maintain resources (Zoom, internet, computer equipment, printer, stationary) for AAC office, including ordering and managing Golden office and supporting remote staff with coordinating office supplies.

You are a strong fit for this role if you have:
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- A desire to advance JEDI (justice, equity, diversity, and inclusion) principles and foster an environment of inclusivity both internally and externally.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- SHRM-CP, SHRM-SCP, HRCI highly desired.

Benefits
The AAC currently offers a comprehensive benefits package including Club-paid medical, dental, vision, life, and AD&D insurance, an HRA medical reimbursement plan, a wellness program, a matching 403(b) retirement plan, flexible schedule, pro deals, generous paid time off, and maternity/paternity leave. Benefits are reviewed annually and change as needed and team members are notified when they occur.

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 hiring@americanalpineclub.org.

No phone calls, please. Priority will be given to applications submitted before March 30, 2022. The position will remain open until filled with an exemplary person. Only potential interviewees will be contacted. Applications without cover letters will not be considered.

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
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 own and operate the American Mountaineering Center (AMC) 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.