Volunteer Programs Coordinator
at the American Alpine Club
Golden, Colorado

Reports To: AAC’s Director, Community Programs
Classification: Individual Contributor
Location: Golden, CO or Remote
FLSA Code: Non-Exempt

Salary range: $39,000 - $45,000, plus a generous benefits package

Volunteer Programs Coordinator Job Summary
The Volunteer Programs Coordinator will assist the Director of Community Programs in supporting and empowering the AAC’s volunteer network of sections and chapters to deliver our mission to climbing communities around the country. This role spans multiple program areas including event planning, marketing, membership, fundraising, education and general administrative functions.

As the Volunteer Programs Coordinator, you will:
• Provide outstanding support to the AAC’s network of volunteer leaders
• Assist in creating and maintaining volunteer program resources including reporting tools, asynchronous and live training, and online assets.
• Work with other AAC departments to assist with volunteer led cross functional initiatives
• Serve as an idea generating resource for regional and national level events
• Support volunteer led activity from field programs to in-town social events
• Assist with on-boarding new volunteer leaders and new chapters
• Other duties as assigned

You are a strong fit for this role if you:
• Are committed to the AAC mission, and model our core values at all times
• Have 2-3 years of experience working with volunteers
• Are familiar with outdoor programming, permitting, and risk management
• Are able to communicate effectively among a diversity of lived experiences and identities
• Are familiar with graphic design, event management, web design, and intermediate knowledge of typical word processing and spreadsheet platforms
• Are an effective manager of your time, value goal setting, and can also function well in ambiguity
• Have a history of approaching your work through the lens of service to your organization
• Pride yourself as a connector of ideas, people, and organizations
• Enjoy traveling, attending large festivals to small social events, and loves climbing
**Benefits**
The AAC currently offers a comprehensive benefits package including Club-paid medical, dental, vision, life, and AD&D insurance and an HRA medical reimbursement plan, a wellness program, a matching 403(b) retirement plan, flexible schedule, pro deals, an AAC membership, generous paid time off, and maternity/paternity leave. Benefits are reviewed annually and change as needed. Team members are notified when they occur.

**Reporting Relationship**
The Volunteer Programs Coordinator will report to the AAC Director of Community Programs, Eddie Espinosa.

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

Please email your resume and cover letter to hiring@americanalpineclub.org. Use “Volunteer Program Coordinator - [Your Last Name]” as the subject line – no phone calls please. 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 built relationships with conservation-minded organizations and government agencies, funded and documented some of the world’s most significant climbs—including historic expeditions to K2 (1939 and ‘53), the first ascent of Hidden Peak (‘58), the first American summit of Mount Everest (‘63), and Antarctica’s Mount Vinson (‘66)—and connected climbers from a variety of backgrounds. Founding members include many early female climbers and suffragists, like Annie Peck and Fanny Bullock Workman.

For over 100 years, climbers have come together and found their place at the AAC. Today, the AAC has before it the opportunity to push the needle and reimagine what community means among climbers. Banding together as a collective of patient, collaborative, problem-solving climbers, we’re up for the challenge.