



New River Gorge Campground Caretaker

at The American Alpine Club

Reports To: New River Gorge Campground Manager and the AAC Lodging Director
Classification: Individual Contributor
Location: Lansing, WV
FLSA Code: Non-Exempt
Compensation: \$16 to \$20 hourly DOE
10 hours per week seasonal, March 21 - December 7, 2022

Deadline to Apply February 28, 2022

New River Gorge Campground Caretaker Job Summary

The American Alpine Club (AAC) is looking for a multi-talented and self-motivated team member to join us as Caretaker at the New River Gorge Campground. The Caretaker, in conjunction with the Management Team, is responsible for the daily maintenance, groundskeeping, cleaning, and guest services throughout the campground season. This includes; participating in daily cleaning and maintenance tasks, performing weekly inspections, identifying and performing minor repairs, and working with the Management Team to oversee, schedule, and book contractors for any major repairs.

As the New River Gorge Campground Caretaker, you will:

Public Relations & Marketing:

- Maintain positive working relationships with the Campground Manager and Assistant Manager or Management Team, local and regional outdoor organizations, AAC staff, and volunteers
- Assist the Management Team in the execution of educational and community orientated events and programs

Supervisor Responsibilities:

- Participate in the training of seasonal staff and volunteers on groundskeeping tasks and safety policies
- Oversee and assist any staff or volunteers in repairs and groundskeeping maintenance
- Participate in the tracking of maintenance tasks and costs to inform the budget
- Be present during any major repairs or inspections at the campground and communicate effectively to satisfy any questions that may arise.
- Communicate with organizations and event partners effectively

Financial Responsibilities:

- Participate in daily accounting, monthly deposits, inventory, expense and reimbursement tracking

Guest Services & Campground Operations:

- Communicate effectively with the Management Team regarding any guest issues, maintenance issues, as well as any operational issues
- Effectively communicate campground information with guests
- Support the Management Team as needed
- Record any transactions, as needed, on a daily basis
- Provide campground, regional, and AAC information to guests as well as it's target audience as it relates to the New River Gorge Campground and the AAC's Lodging Department
- Adhere to the AAC's safety policies to create a safe working environment for everyone
- Perform additional duties that may be assigned by the Management Team or Lodging Director that are required for successful operation of the campground

Maintenance and Housekeeping:

- Monitor and complete routine inspections of plumbing systems, electrical systems, campground conditions, and tools while noting any needed repairs or issues
- Execute basic repairs and maintenance tasks in a timely manner. This may include, but is not limited to: minor plumbing issues, replacing light fixtures, fixing groundskeeping equipment, winterization of the campground, etc.
- Work with the Management Team to source, book, and oversee contractors for any major repairs
- Assist contractors with major repairs as needed

- Participate in the daily cleaning of the shower-house, bathrooms, managers residence, as well as groundskeeping maintenance
- Keep the campground and facilities free of trash and other debris
- Monitor and purchase materials as necessary for maintenance, cleaning, or 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 experience in trade work, such as repairs, maintenance, or groundskeeping
- Are comfortable lifting 50 lbs and using power tools, including chainsaws
- Have an acute attention to detail
- Have experience in guest or client services
- Have experience record keeping
- Preferred: Have experience with Google Suites or project management software

Reporting Relationship

The New River Gorge Caretaker will report to the New River Gorge Campground Manager and the AAC Lodging Director. The New River Gorge Caretaker is a member of the Lodging Department.

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 "NRG Caretaker – [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 NRG 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.