



Heart Lake Program Center
1002 Adirondack Loj Road
Lake Placid, NY
518-523-3441 | jobs@adk.org

JOHNS BROOK PROPERTY COORDINATOR

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

POSITION SUMMARY

ADK seeks an enthusiastic individual to help run and maintain the Johns Brook Property and its facilities, including the historic Johns Brook Lodge (JBL), two camps, and three lean-tos.

Throughout the year, the Johns Brook Property Coordinator is responsible for running the lodge and maintaining the property. This includes overseeing a full service season with meals in the summer and a caretaker season in the fall and winter months.

The Johns Brook Property Coordinator hires and trains seasonal staff, coordinates the annual spring resupply, and ensures that guests have a great experience at the lodge. This includes making food orders, keeping up with inventory, and organizing the work schedule for summer staff.

The Johns Brook Property Coordinator is also tasked with seeing that guests have a positive experience in the backcountry. Giving accurate trail information, being able to educate guests on Leave No Trace principles, and maintaining composure in emergency situations are all important aspects of this position.

KEY RESPONSIBILITIES

Guest services – 60%

- Provide a welcoming atmosphere to guests and passers-by hikers
- Provide accurate trail information
- Assist guests with the check-in/check-out process
- Communicate with Adirondack Loj regarding reservations
- Communicate with DEC on rescues, provide first aid when necessary
- Lead food services at lodge between June and August
- Coordinate food deliveries to Adirondack Loj and transport to Johns Brook Lodge

Management – 25%

- Live on site with summer staff during work week
- Hire and train summer seasonal staff
- Organize scheduling and time off for summer crew

- Facilitate a welcoming and positive staff experience
- Coordinate volunteer projects on property

Property Maintenance – 15%

- Coordinate with maintenance and hospitality staff to facilitate annual helicopter resupply
- Lead daily cleaning operations in the lodge, cabins and lean-tos
- Manage vault privy system, change barrels as needed
- Troubleshoot solar array and propane systems when necessary
- Perform manual snow removal in winter (shoveling porches, clearing solar panels)

QUALIFICATIONS

Basic:

- A passion for outdoor education and a commitment to the mission, values, and vision of the Adirondack Mountain Club
- Self-driven and comfortable working both independently and with a team
- Strong organizational skills and attention to detail to manage projects
- Valid driver's license and reliable, all-season transportation for work-related travel throughout northern NY
- Experience with basic facility maintenance
- Ability to work outdoors, sometimes in inclement weather
- Ability to navigate 3.5 miles by foot over rough terrain with heavy pack loads

Preferred:

- 2-3 years of experience in a food service setting
- 2-3 years of experience in a hospitality setting

BENEFITS AND COMPENSATION

Reports to: Deputy Executive Director

Supervises: Hut Master (1), Hut Crew (3)

Classification: Full-time, non-exempt

Dates: Starting March 2022

Salary/Wage: \$15.75/hour

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental; paid certification in Wilderness First Responder (WFR) and Serv Safe Food Handling; Leave No Trace Trainer workshop; free ADK workshops, discounts on store merchandise and rental equipment.

Housing: Shared housing at Johns Brook Property with meals included with position; Additional shared housing available at Heart Lake Program Center for off days with three meals a day for a small deduction of \$200-240/mo. (varies depending on accommodations)

ORGANIZATIONAL STATEMENT

As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.