**Job Summary:**

The primary duty of the Trail Stewardship Coordinator is to provide leadership, organization and oversight for the WRTC’s volunteer, education and stewardship programs. Established programs include the Volunteer program and Volunteer Crew Leader program. The Coordinator will be responsible for creating and implementing a Trail Etiquette & Education program. A background in the trail industry is required. Interest in being a part of a growing organization is essential.

The Coordinator will be responsible for the daily operations associated with these programs and their long-term success. The Coordinator will be also responsible for assessing the need for new programs and building out new programs as necessary. The Coordinator will also work collaboratively with external partners including other non-profit organizations and federal land management agencies.

A successful candidate should be self-motivated, organized, personable and be able to work independently. They must be able to work with people of various backgrounds, lead large groups in trail work activities and be responsible for the safety of volunteers in outdoor environments. The successful candidate should possess managerial, coordination, teaching and supervisory skills along with a collaborative, team-oriented spirit.

Must be supportive of all trail user groups (hikers, mountain bikers, equestrians, motorized, etc.) and their presence on multi-use trails. Absolutely must be able to create, cultivate and maintain relationships between user-groups on the individual and group scale. Candidate should possess a strong understanding of stewardship and care-taking of community resources, i.e. public trails in the Wood River Valley, and can communicate stewardship principles effectively to volunteers and other members of the public.

The Coordinator will report directly to the Executive Director. The Coordinator will have the opportunity to build upon established WRTC programs and create new ones. Evening and weekend work will be necessary. Work will be office and field based. The WRTC will provide the necessary training for this position if candidate does not already possess skills, i.e. chainsaw and first aid certifications. The position is offered contingent upon the satisfactory completion of a criminal background check.
Responsibilities:

Volunteer Trail Work Program:

- Coordinate volunteer trail work with WRTC partners, including the Sawtooth National Forest, Bureau of Land Management, Blaine County Recreation District, Idaho Trails Association, Wood River Mountain Bike Team and others
- Plan season goals and objectives, assess needs, identify projects and schedule annual project calendar
- Recruit and retain volunteers
- Train and lead volunteers in trail work, such as brushing, minor tread work, cleaning drains/water bars, etc.
- Conduct volunteer program logistics including tool staging, purchasing/acquiring donations of food, beverages and tools
- Maintain the WRTC tool cache, e-bikes, vehicle and trailer

Volunteer Trail Crew Leader Program:

- Plan, implement and manage the Volunteer Trail Crew Leader program
- Recruit and retain volunteers crew leads
- Develop, produce and implement a professional level curriculum and task books for crew leader training
- Plan and schedule crew leader trainings and certifications
- Plan and lead crew leader trail work days in conjunction with general volunteer program

Trail Etiquette & Education Program:

- Create, plan and implement Trail Etiquette & Education program
- Ensure program does not duplicate current efforts in the community
- Ensure program aligns with WRTC mission, values and strategic plan
- Ensure program includes partners and complements their programming
- Work with other WRTC staff to integrate program into the budget, strategic plan and overall programmatic offerings

Other:

- Create comprehensive year-end reports on all program metrics, gather feedback from volunteers & partners on program, create and implement long term strategies to integrate feedback and continually improve programs
- Assist partner organizations and agencies in spring condition scouting and updating Summer TrailLink
- Compile trail conditions information into a weekly report available to the public during spring/early summer
- Create social media content for the Volunteer Program, i.e. pictures and copy
- Plan and lead WRTC staff trail work days
- Be a liaison between the Ketchum Ranger District trail crew and the WRTC
- Collaborate with partners and explore other volunteer and trail education ideas within the bounds of the WRTC mission and execute if deemed feasible
- Assist with general operational support at the WRTC
- Collaborate with and support co-workers with their programs
**Qualifications:**

- Excellent communication skills and ability to work collaboratively with staff, Board, external partners, volunteers, community members and others
- Excellent computer and organizational skills, with proficiency in Microsoft Office and Google Workspace. Experience with Salesforce and Slack a plus
- Experience managing, training and supervising volunteers
- Experience developing and teaching from curriculums is highly preferred
- Experience creating and managing programs is highly preferred
- At minimum, must have one season of trail work experience and the ability and willingness to learn additional trail work skills
- Must be able to work outside in all weather conditions, be self-reliant in the outdoors and do repetitive, physical work
- Ability to represent the WRTC in a professional and respectful manner
- Ability to coordinate work with various entities, including government agencies, private business, volunteers and other NGOs, as well as balance the needs, wants and differences between these groups
- Ability to problem solve independently, function well in a fluctuating work environment and be able to multi-task, as most work will be independent and self-motivated
- Knowledge of hand tool, mountain bike and chainsaw maintenance is a plus, but not required
- Must have a valid driver’s license and be able to safely operate the WRTC vehicle. Experience towing a trailer is a plus

**What You Gain by Working with Us:**

- Opportunity to work for and with our trail community
- Professional development opportunities
- Opportunity to work outside
- Opportunity to be creative, dream big and make it happen
- The chance to help shape a quickly growing organization
- Pro deals with outdoor brands and companies
- Dog friendly office!

**Hours/Season:** This is a full-time (40 hrs/week) seasonal position, starting in mid-March through mid-November annually. Exact work start and end dates are somewhat flexible. Potential for year-round employment depending on candidate and/or available funding.

**Salary:** $20-23/hour, non-exempt. Benefits include paid time off, sick leave, paid holidays and an employer HSA.

Please send cover letter, resume and three references to sgress@woodrivertrailscoalition.org. Position open until filled.