



Logistics Coordinator

Position Announcement – December 15, 2022

Compensation: \$23.00 - \$25.00/hr, full-time, non-exempt

Priority Application Date: January 3, 2023

Inspiring Hikers to Create Trails for Everyone, Forever

Washington is home to extraordinary hiking destinations, including desert dunes, wild beaches, tranquil mountain tops and raging rivers. Washington is also home to a community of people who are passionate about exploring and protecting these places. This constituency—our members and supporters—is key to the future of trails in Washington.

Washington Trails Association (WTA) is the nation's largest hiking and trail maintenance nonprofit. We have a 50-year legacy of engaging the hiking community to ensure Washington's trails stand the test of time. With more than 27,000 members and an online community of over 300,000 and growing, we are connecting people to the outdoors — from everyday adventures to backcountry explorations. Each year 4,500 WTA volunteers perform over 160,000 hours of trail maintenance across the state. We mobilize hikers as public lands advocates, trail stewards, and on-the-ground experts sharing knowledge with fellow hikers. WTA's strength is our community and our vision depends on fostering an inclusive organization where everyone feels welcome and represented. Together we can ensure there are trails for everyone, forever.

Position Summary

Washington Trails Association is seeking a Logistics Coordinator who loves working with people and shares our commitment to trail stewardship and volunteerism. As a Trail Maintenance team member, the Logistics Coordinator will help ensure smooth and efficient trip preparations for our multi-day [Volunteer Vacation program](#) as well as support statewide efforts. The ideal candidate is someone who is highly organized and process-oriented. This is a permanent, full-time, non-exempt position that reports to the Statewide Trails Manager.

Primary Responsibilities

The Logistics Coordinator's primary responsibility is to procure, organize, pack and maintain the provisions needed for WTA's multi-day Volunteer Vacation trips and coordinate statewide gear inventory and annual purchasing of tools and volunteer awards.

Trip Preparation Logistics

- Collaborate with staff statewide in the coordination of tool and gear inventory, including purchasing and distribution
- Track and transport shared materials and manage systems to increase efficiency of WTA's trail maintenance department including establishing an inventory management systems for complex tool needs in the Puget Sound region
- Manage volunteer milestone awards and supply logistics, including assisting in the order and distribution of annual volunteer t-shirts for backcountry trips.
- Determine food and gear requirements for Volunteer Vacations and multi-day trips; purchase and allocate materials for multiple crews a week including developing and refining menus, gear lists, and packing systems as the program grows
- Maintain packing facility cleanliness and organization, including safe food handling practices, to ensure efficient operation and compliance



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- Work with land managers, staff and volunteered to communicate and confirm logistical details and prepare trip documentation
- Assist Field Operations Senior Manager with statewide fleet management and procurement

Volunteer Leadership and Program Support

- Plan and lead weekly summer volunteer warehouse work parties to support multi-day trips, including summary reporting and documentation
- Establish a safe, fun and inclusive working environment for volunteers of diverse backgrounds
- Support, motivate, and train volunteers to complete a variety of logistics projects. Projects may include repackaging food, allocating equipment, packing for stock trips, and cleaning and maintaining gear
- Effectively manage emergency situations following WTA's emergency response protocols and report all incidents affecting the safety, health, and well-being of volunteers
- Positively represent WTA mission, programs and membership in all interactions with volunteers, trail users and other
- Participate in remote field work as needed as an assistant crew leader
- Assist with statewide seasonal hiring as needed

Experience, Skills, Knowledge, and Values

Competitive candidates will highlight the following in their application, or express willingness to learn:

- Demonstrated commitment to [WTA's mission](#) and values on [diversity, equity and inclusion](#)
- Strong organizational skills and attention to detail
- Ability to work independently set priorities, be adaptive to changing needs and enthusiastic to be an integral part of a dynamic team
- Ability to collaborate effectively with staff and volunteers to meet program and organization goals
- Ability to follow policies and procedures to ensure safety, efficiency and a positive volunteer experience
- Ability to accept and integrate feedback graciously, and give effective feedback to team members
- Basic computer proficiency including internet, Google Drive and Microsoft Office
- Ability to work in an outdoor environment, including hiking in a variety of terrain up to 4 miles each day, following minimum impact guidelines and ability to lift and hike with up to 50 pounds
- Positive attitude and sensitivity to volunteers' needs
- Demonstrated ability to collaborate effectively with staff and volunteers to complete and delegate tasks and help meet program/organization goals
- Valid driver's license and reliable access to a personal vehicle to use for purchasing food and gear around Seattle area (mileage reimbursed)
- A deep understanding of the experiences and community issues affecting those marginalized in mainstream outdoor opportunities, such as Black, Indigenous, and people of color (BIPOC) and/or LGBTQ+ communities

Location and Schedule

The Logistics Coordinator is a full-time, non-exempt position based out of WTA's downtown Seattle office October - March, and in a warehouse environment at our North Bend Packing Facility April - September. They will also participate in remote fieldwork as needed to fulfill job duties. The expected schedule is 40 hours a



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week over 3-5 days each week including regular weekend work and occasional evenings. WTA has a hybrid work model with at least 2 days of work per week in-person when based at our Seattle office. Due to the COVID-19 pandemic, vaccination requirements are in place for WTA staff and volunteers.

Compensation

Pay range is \$23.00 - \$25.00/hour depending on experience. WTA offers a comprehensive benefits package including medical, dental, vision and long-term disability insurance; retirement plan; and holiday, vacation, parental and sick leave. WTA provides a cell phone, hard hat, work gloves and safety glasses as well as a \$200 reimbursement to offset wear and tear on personal gear. If personal vehicle use is needed for WTA business, mileage reimbursement will be provided. For additional information on benefits, please visit our website at www.wta.org/jobs.

Diversity, Equity & Inclusion

WTA is committed to advancing equity and continually working to become a more inclusive organization. We believe WTA, and Washington's hiking community, is made better by people with varied backgrounds, identities, abilities and lived experience. People of color and others with identities that are underrepresented in the outdoor industry (including but not limited to: gender identity, class, socioeconomic status, conviction history, sexual orientation, age, ability, and background) are strongly encouraged to apply.

WTA does not discriminate in employment opportunities or practices on the basis of age, color, gender identity, marital status, honorably discharged veteran or military status, national origin, citizenship or immigration status, political ideology, race, religion, sex, sexual orientation, genetic information, the presence of any sensory, mental or physical disability, status as a victim of domestic violence, sexual assault, or stalking, or any other status or characteristic protected by federal, state or local law.

To apply: submit a resume and a brief cover letter describing professional and personal experience relevant to the position to jobs@wta.org. Include **"Logistics Coordinator"** in the subject line. The position is open until filled, with priority given to applications received by January 3, 2022. Finalists may be asked to submit to a background check. We will create opportunities for candidates to discuss any results prior to hiring decisions being made.

If you have any questions, please contact jobs@wta.org. View other available jobs at www.wta.org/jobs.