



# Professional Crew Coordinator

Position Announcement - 12/19/2024

**Compensation:** \$25.00 - \$27.00/ hour, full time, non-exempt

**Priority Application Date:** January 15, 2025

**Position Location:** Based in WTA's Seattle office with some remote and field work

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## About Washington Trails Association

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.

This position assists in the management of WTA's [Lost Trails Found](#) program. This is our paid professional trail crew program which operates statewide each year.

## About This Opportunity

Washington Trails Association is seeking an experienced leader with advanced technical trail skills who is committed to stewardship, mentoring crews, and building community to join the [trail maintenance program](#). This position will be responsible for helping to support the training, coordination and management of WTA's Lost Trails Found professional trail crew program, with an emphasis on backcountry trail projects. The Professional Crew Coordinator is a full-time, non-exempt position and reports to the Professional Services Manager.

## Primary Responsibilities

### ***Leadership Development and Support***

- Support the hiring, training and professional development of 18 Lost Trails Found seasonal staff, together with the Professional Services Manager
- Supervise up to 15 Lost Trails Found crew seasonal employees (2-3 assistant crew leaders) (8-12 members) in collaboration with Professional Services Manager
- Support crew leaders to help them establish safe, fun and inclusive working environments for a crew of six adults with diverse backgrounds

### ***Trail Project Planning, Execution and Reporting***

- Coordinate technical projects and plans in collaboration with Professional Services Manager
- Ensure Lost Trails Found crews are logistically supported with work plans, adequate tools, vehicle, PPE and any other necessities during their season
- Proactively maintain mutually beneficial, cordial working relationships with representatives of land manager partners including US Forest Service and Department of Natural Resources
- Execute annual project schedule to meet program goals and objectives
- Effectively manage emergency situations following WTA's emergency response protocols
- Serve as crew leader on projects as needed

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### **Administrative & Other Duties**

- Ensure crews complete administrative work (timesheets, reports, etc) in a timely manner
- Actively participate in organization and team meetings, training and other events
- Build trail work parties in Salesforce
- Contribute to Communications team's efforts to develop and identify potential LTF program stories for magazine and digital media publication
- Other admin duties as assigned

### **Experience, Skills, Knowledge, and Values**

WTA is committed to supporting professional development, so we encourage you to apply even if you do not meet all the qualifications listed.

*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
- Advanced leadership and technical trail skills with experience training others in technical trail work
- Ability to accept and integrate feedback graciously and give effective feedback to team members
- Ability to work independently and collaboratively with a dynamic team to meet program/organization goals, and enthusiastically embrace new challenges
- A deep understanding of the experiences and community issues affecting those marginalized in mainstream outdoor opportunities, with a demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds.
- Solid judgment and ability to respond to emergency scenarios and resolve conflict.
- Ability to work 10-hour days in an outdoor environment including hiking and backpacking over steep, uneven terrain and participate in trail maintenance activities using heavy hand tools
- Current Wilderness First Responder certification
- Crosscut saw certification (B-level or higher strongly preferred); nationally recognized chainsaw certification desired as well
- Valid driver's license and ability to drive trucks on highways and dirt roads
- Experience participating in hiring panels and practicing equitable hiring practices
- Strong computer skills and desired experience working with Google Suite and Salesforce CRM database

### **Location and Schedule**

The Professional Crew Coordinator is a full-time, non-exempt position based out of WTA's downtown Seattle office with in-person field responsibilities on local, state and federal lands statewide. WTA has a hybrid work model with at least 2 days of work per week in-person at our Seattle office and this position also spends substantial time at our packing facility in North Bend, WA (at least one day a week during the field season). The schedule will include regular weekend work and occasional evenings. The position may lead occasional backcountry projects up to 8 days in length.

### **Compensation**

Compensation starts at \$25.00 - \$27.00 per hour depending on experience. Our benefits package includes medical, dental, vision, retirement, disability, transportation and holiday, vacation and sick leave. For more information about WTA's benefits, please visit our website: [www.wta.org/benefits](http://www.wta.org/benefits).

WTA provides a cell phone, hard hat, work gloves and safety glasses. WTA does not provide boots, clothing or other personal outdoor and backpacking gear required for fieldwork, but does provide a \$200 reimbursement annually to offset wear and tear on personal gear. A WTA vehicle will be provided for transportation to work parties whenever possible. Reimbursement for up to 250 miles per round trip will be provided for staff who

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use a personal vehicle to fulfill program needs, unless commuting to/from base of operations. For multi-day, overnight trips this position is eligible for a supplementary per diem of up to \$50/day.

### Join Our Team

#### Equal Opportunity

We believe WTA, and Washington's hiking community, is made better by people with varied backgrounds, identities, abilities and lived experience. WTA is committed to advancing equity and continually working to become a more inclusive organization. People of color and others with identities that are underrepresented in the outdoor industry (including but not limited to: gender identity, class, sexual orientation, age, ability, and background) are strongly encouraged to apply. To read our complete Equal Opportunity Employer statement, please visit [www.wta.org/careers](http://www.wta.org/careers).

#### How to Apply

Visit the following URL (<https://forms.gle/HG4VDNrXtVda6jAz5>) to complete our application form and submit a resume and a brief cover letter describing professional and personal experience relevant to the position to [jobs@wta.org](mailto:jobs@wta.org). Include "**Professional Crew Coordinator**" in the subject line. This position is open until filled, with priority given to applications received by January 15, 2025. A successful applicant will need to start March 2025. If you have any questions, please contact Joe Hall, Professional Services Manager at [jhall@wta.org](mailto:jhall@wta.org). We look forward to hearing from you.

The hiring process for this role will include a phone screen, virtual panel interview, in-person panel interview in Seattle (if possible).