



Senior Volunteer Program Coordinator

Position Announcement - April 25, 2025

Compensation: \$26.50 - \$29.00/hour, full-time, non-exempt

Priority Application Date: May 21, 2025

Location: Based in WTA's Seattle office with option for remote work up to 60% of the time

About Washington Trails Association

Washington Trails Association (WTA) is the nation's largest state-based hiking and trail maintenance nonprofit. For over 55 years, we've been mobilizing hikers as public lands advocates, trail stewards and on-the-ground experts to ensure Washington's trails stand the test of time. Each year, 3,600 WTA volunteers perform over 125,000 hours of trail maintenance across the state. We also connect an online community of over 400,000 to the outdoors, from everyday adventures to backcountry explorations, through our Hiking Guide and Trailblazer app. With more than 23,000 donating members, WTA's strength is our community. Our vision depends on fostering an inclusive organization where everyone feels welcome and represented. Together we can ensure there are trails for everyone, forever.

About This Opportunity

Washington Trails Association is seeking a Senior Volunteer Program Coordinator who shares our deep commitment to volunteerism, trail maintenance and building community. This position ensures a positive experience for WTA's volunteers by project managing our trail team's keystone events and helps shape our [statewide trail maintenance volunteer program](#) strategy. The successful candidate will be a detail-oriented, organized team player who is passionate about trails and relationships, and is committed to the excellent stewardship of both.

The Senior Volunteer Program Coordinator is a full-time, non-exempt, hybrid position based in WTA's downtown Seattle headquarters and reports to the Trail Programs Senior Manager.

Primary Responsibilities

Volunteer Program Coordination and Project Management

- Establish and maintain relationships with volunteers and program partners. Provide mentorship and guidance to volunteers. May include addressing unsafe behavior and providing feedback regarding growth opportunities.
- Oversee annual event planning and project management for priority events such as backcountry trip launch, Crew Leader College and Volunteer Appreciation Week. This includes but is not limited to organizing and facilitating cross-team and cross-organizational working groups, external partner coordination, budgeting, and associated event communications.
- Develop, coordinate and facilitate volunteer and staff trainings in partnership with other trail maintenance staff.
- Communicate with our volunteer and broader hiking community by gathering content, writing and sending the monthly Green Hat volunteer newsletter as well as contributing content to other organizational newsletter, *Signpost* blog, social media and *Washington Trails Magazine*.
- Manage group and corporate work party requests, collaborating with regional managers and development team staff as needed to schedule events.
- Support Logistics Coordinator with procurement and distribution of volunteer incentives, such as hard hats, vests, and t-shirts.
- Directly oversee and support volunteers performing administrative projects.
- Attend work parties, trainings, retreats and other WTA events as needed (may include occasional overnights, evenings and/or weekends).

Senior Volunteer Program Coordinator

Program Operations and Information Systems

- Supervise coordinator level position focused on volunteer leadership, training development and program administration.
- Develop and manage volunteer program budget in partnership with Trail Programs Sr. Manager.
- Develop outreach and recruitment strategies and track program outcomes .
- Collaborate with the IT team to identify, test and implement information system upgrades.
- Accurately track volunteer data, work party data, and related payments for trips in the Salesforce database and hard copy files.
- Develop and maintain documentation of internal procedures and policies.
- Actively participate in organization and team meetings, trainings and other events.
- Other duties as assigned.

Experience, Skills, Knowledge, and Values

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

- Demonstrated commitment to WTA's mission and values on diversity, equity and inclusion.
- Prior nonprofit program coordination, volunteer management or equivalent experience.
- Previous management experience including direct supervision as well as mentoring staff and/or volunteers.
- Skilled project manager who can switch between multiple projects and tasks while managing multiple deadlines.
- Strong computer skills and proficiency with Microsoft Office and Google Suite. Experience with Salesforce CRM database.
- Excellent documentation preparation, communication and writing skills.
- Able to work independently and collaboratively to meet program/organization goals. Enthusiastic about embracing new challenges.
- Strong organizational skills including attention to detail, ability to create efficiencies and build investment in systems.
- Ability to set priorities, manage a variety of responsibilities and meet deadlines in an ever-changing environment.
- Demonstrated group leadership and facilitation experience, preferably in an outdoor setting
- Ability to accept and integrate feedback graciously, and give effective feedback to team members and volunteers.
- 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.
- Willingness to travel statewide and have a valid driver's license.

Location and Schedule

The Senior Volunteer Program Coordinator is a full-time, non-exempt position based in WTA's Seattle office. WTA has a hybrid work model with at least 2 days of work per week in-person at our Seattle office. Schedule may include occasional overnights, evenings and/or weekends. This role requires occasional statewide travel, and may include multi-day events. Reimbursement for up to 250 miles per round trip will be provided for staff members who use a personal vehicle to fulfill program needs outside of routine commuting to the office.

Compensation

Compensation starts at \$26.50 - \$29.00 per hour, depending on experience. This role has the potential to go up to \$31.00 per hour with time and demonstrated success in the role. 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.

Senior Volunteer Program Coordinator

Join Our Team

Our hiring process

At WTA, we consistently evaluate and update our hiring process to align with current best practices for equity and inclusion. The hiring process for this role will include a phone screen, virtual panel interview, and in-person panel interview in Seattle. If you have any questions or need accommodation in our hiring process, please contact jobs@wta.org.

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 people with other 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.

How to Apply

Click on the following URL (<https://forms.gle/idzKbfncbnvpzJ1C6>) to complete a brief application form and submit a resume and cover letter to jobs@wta.org. Include **"Senior Volunteer Program Coordinator"** in the subject line. This position is open until filled, with priority given to applications received by **May 21, 2025**.

If you have any questions, please contact Janée Romesberg, Trail Programs Senior Manager at jromesberg@wta.org. View other available jobs at www.wta.org/careers. We look forward to hearing from you!