



Northwest Regional Trails Coordinator

Position Announcement – 10/19/21

Compensation: \$20.00-\$23.00 per hour, depending on experience, plus benefits

Priority Application Date: November 8, 2021

The Organization

Washington Trails Association (WTA) is the nation's largest state-based hiking and trail maintenance organization, with 15,000-member households, an online community of more than 100,000. Powered by hikers for more than 50 years, WTA works to ensure Washington's trails stand the test of time, connecting people to the outdoors—from everyday adventures to backcountry explorations. Each year, our volunteers contribute more than 160,000 hours to improve hundreds of trails around Washington; one quarter of volunteers are youth. WTA's strength is in its community and future success depends on fostering an inclusive organization and hiking community, where everyone feels welcome and represented.

Position summary

Washington Trails Association is seeking a Northwest Regional Trails Coordinator who loves working with people and shares our commitment to trail stewardship, volunteerism and building community. The Trails Coordinator works outdoors leading volunteers in building and maintaining trails on public lands and assists in other efforts to engage hikers in WTA's work. The primary responsibility of this position is to lead one-day and multi-day work parties in the Northwest region of Washington, while also ensuring the growth of the Trail Maintenance program by working to build relationships with local Land Managers and other stakeholders. This is a year-round, non-exempt position based in WTA's Northwest regional office in Maple Falls, WA and reports to the Northwest Regional Manager.

Primary Responsibilities & Qualifications

Responsibilities include, but are not limited to:

Project Coordination and Planning

- Coordinate work party projects and plans with the Northwest Regional Manager, Agency and Non-Government Partners
- Assist the Northwest Regional Manager in identifying appropriate volunteer trail projects - including site visits, scouting, and meeting with agency partners to assess project feasibility
- Execute an annual project schedule to meet program goals and objectives

Leading and Training During Volunteer Work Parties

- Ensure physical and emotional safety for a volunteer crew of diverse ages and backgrounds
- Arrive at each volunteer event with tools, refreshments and a work plan
- Establish a safe, fun and inclusive working environment for a crew of volunteers of diverse ages and backgrounds
- Train, motivate and lead volunteers to complete a variety of trail projects including annual maintenance, repairs and new construction - may require development of existing trainings or creation of new technical trainings to meet program goals
- Ensure all technical work is to standard - including tread construction, drainage structures, and construction of steps, turnpike and puncheon
- Manage emergency situations following WTA's emergency response protocols
- Positively represent WTA's mission, programs and membership in all interactions with volunteers, trail users and others



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Documenting Work Parties

- Ensure safety talk is delivered to volunteers and documented
- Maintain and submit Sign-in and Liability Release for volunteers in a timely manner
- Prepare and submit summary report and thank you email to volunteers for each work party in a timely manner
- Report all incidents affecting the safety, health, and well-being of volunteers in a timely manner
- Provide digital photo documentation of project progress and volunteer engagement
- Identify and share volunteer or trail stories that highlight WTA's mission and work in the region

Community Engagement

- Assist outreach efforts to engage hikers, volunteers and community groups in WTA's mission, programs and membership
- Represent WTA at community and Land Manager events in the Northwest region
- Cultivate new partnerships with organizations that serve under-represented populations to engage them in WTA's Trail Maintenance programs
- Coordinate community engagement efforts with the Northwest Field Manager and communications/outreach staff
- Positively represent WTA's mission, programs and membership in all interactions with volunteers, trail users and others. Promote Diversity, Equity and Inclusion by assisting in trainings and workshops and identifying opportunities to further this work through community involvement
- Participate in evening community engagement like roundtable meetings, online trainings, and volunteer appreciation events

Job Skills and Experience

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](#)
- Ability to create a crew community where every member feels included and valued
- Demonstrated skills in trail maintenance and building
- Experience with Microsoft Office suite, Google suite (Gmail, Sheets, Docs, etc). Salesforce experience is a plus.
- Ability to work in an outdoor environment, including hiking and backpacking up to 6 miles daily in a variety of terrain, and follow minimum impact guidelines
- Demonstrated experience leading a team in an outdoor setting
- Cultural competency and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds
- Ability to accept and integrate feedback graciously, and give effective feedback to team members
- Ability to effectively manage emergency situations
- WFR certification preferred, WFA and CPR certification minimum requirement valid through the duration of employment (WFA/CPR can be provided by WTA after hire)
- Valid driver's license and ability to drive a truck on highways and dirt roads
- Ability to work weekends and 10-hour days



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Schedule

The work schedule will be variable but the typical schedule is 40 hours a week over 4 or 5 days, including up to 2-3 trail work parties per week. As a general rule, work parties will occur between Thursday and Sunday; work party-related communication, office work and outreach events, as well as documentation of activities may occur outside of these days. Several times during the season this position may be assigned to lead volunteers in backcountry trail projects up to five days in length. Some evening work may be required to attend meetings and to assist with off-hours volunteer trainings. Due to the COVID-19 pandemic, vaccination mandates are in place for some agency partners and may extend to WTA staff.

Compensation is \$20.00-\$23.00 per hour. Benefits include medical, dental, vision and long-term disability insurance; retirement plan; and holiday, vacation and sick leave. A supplementary per diem rate of \$50/day will be provided for multi-day backcountry trips. 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 \$100 reimbursement to offset wear and tear on personal gear annually.

A WTA vehicle will be provided for transportation to work parties. Reimbursement will be provided for staff who use a personal vehicle to fulfill program needs, unless commuting to/from base of operations.

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 "NW Regional Trails Coordinator" in subject line. The position is open until filled, with priority given to applications received by **Nov. 8, 2021**. Finalists will be asked to submit to a background check of criminal and driving history. We will create opportunities for candidates to discuss any results prior to hiring decisions being made. If you have questions, please contact jobs@wta.org.