Youth Trail Program Coordinator
Position Announcement – 3/8/22

Compensation: $23.00 - $25.00/hour, full time, non-exempt
Priority Application Date: March 31, 2022

The Organization
Washington Trails Association (WTA) is the nation’s largest state-based hiking and trail maintenance organization, with 15,000-member households, and 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 Youth Trail Program Coordinator who loves working with youth, and shares our commitment to trail stewardship and inclusion in the outdoors. The Youth Trail Program Coordinator works with WTA staff, community groups, families and local Land Managers to develop opportunities across Washington for youth to build trails and community. The primary responsibilities of this role are to coordinate single- and multi-day trail work opportunities for youth, steward community partnerships, and to lead trail work parties as needed. This is a full-time, non-exempt position based in WTA's Seattle office that reports to the Youth Trail Program Manager.

Primary Responsibilities

Program Support and Development
● Assist in developing and executing program goals, curriculum, policies, procedures, and statewide trainings
● Assist in developing and maintaining Youth Volunteer Vacation application processes, website and database information
● Provide content and photos for blogs, social media platforms, magazine articles and other WTA communications
● Assist in identifying appropriate volunteer trail projects Coordinate work party projects and plans with WTA staff, Agency and Non-Government Partners, and youth group/community organizers
● Execute an annual project schedule to meet program goals and objectives
● Supervise 3-10 seasonal youth program staff

Community Engagement
● Coordinate community engagement efforts and steward existing and new partnerships with a focus on organizations that serve under-represented populations
● Promote Diversity, Equity and Inclusion by assisting in trainings and workshops and identifying opportunities to further this work through community involvement

Volunteer Work Party Leadership
● Establish a safe, fun and inclusive work environment, both physically and emotionally, for volunteers of diverse ages and backgrounds
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- Train, motivate and lead volunteers to complete a variety of trail projects to established technical standards
- Manage emergency situations and report incidents following WTA’s emergency response protocols
- Prepare and submit all work party paperwork, in a timely manner

Other duties as assigned

**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
- Demonstrated experience leading youth in an outdoor setting, experience with trail maintenance and building, or comparable restoration or construction experience
- Prior nonprofit program coordination, youth program coordination, experience developing curriculum, facilitating trainings or providing other educational opportunities or equivalent experience
- Cultural competency and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds.
- 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
- Demonstrated success in performing program outreach to priority populations
- Ability 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.
- Ability to accept and integrate feedback graciously, and give effective feedback to team members
- Ability to work a 10-hour day in an outdoor environment, including hiking and backpacking up to 6 miles daily in a variety of terrain, following minimum impact guidelines
- WFR certification preferred, WFA and CPR certification minimum requirement valid through the duration of employment. Ability to effectively manage emergency situations
- Valid driver’s license and ability to drive trucks and 12-passenger vans on highways and dirt roads

**Schedule**
The Youth Trail Program Coordinator is a full-time, non-exempt position based in WTA’s Seattle office and includes occasional evening and weekend work. This position will have a hybrid (in-office/work from home or field) schedule. Vaccination requirements are in place for WTA staff and volunteers. The work schedule changes depending on the season and programs operating, but the typical schedule is 40 hours a week over 5 days. During the summer season, the Coordinator may be assigned to lead youth volunteers in backcountry trail projects up to eight days in length.
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Compensation
Compensation starts at $23.00 - $25.00 per hour depending on experience. Multi-day, overnight trips are paid at a trip rate. 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. A WTA vehicle will be provided for transportation to work parties.

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 “Youth Trail Program Coordinator” in subject line. The position is open until filled, with priority given to applications received by April 1, 2022. Interviews will take place by the end of April. Finalists will be asked to submit to a background check. If you have any questions, please contact jobs@wta.org. View other available jobs at www.wta.org/jobs.