



**Trails Coordinator
Stowe Trails Partnership**

Supervises: Seasonal Employees and Volunteers

Work Schedule: Full Time: Seasonal, and includes some weekends and evenings (Summer),
Part Time: Seasonal (Winter)

SUMMARY OF POSITION

The Trails Coordinator works closely with STP staff and volunteers to keep Stowe's 38+ miles of multi-use trails safe and accessible. This is a technical field position combined with volunteer management, public outreach, and program development responsibilities. The Trails Coordinator reports to the Executive Director but works independently and collaboratively with staff and volunteers of all backgrounds and skill levels to perform trail maintenance and repair.

DUTIES & RESPONSIBILITIES

Trails Program Development and Management | 25% Time

- Draft and implement annual trail plan, in collaboration with the Executive Director and Trail Committee, including STP's Trail Work Tracking sheet and a detailed plan for maintenance and new builds
- Provide detailed estimates for labor and materials (for grant proposals and new trail builds) create and track project budgets, and manage contracts
- Manage and direct trail crew on projects according to annual trail plan
- Coordinate with STP's Land Access Partners to complete trail maintenance work on an annual basis
- Create strategic trail goals and planning, in partnership with the Trail Committee and the Executive Director, to serve the community
- Collect trail data to inform program evaluation and growth
- Supply fundraising committee with information to apply for grants and fundraise for specific projects
- Contribute to STP's communications with photo and video content

Trail Maintenance and Repair | 70% Time

- Assess trail conditions, prioritize, plan and carry out trail maintenance and repair of STP's 38 miles of naturally-surfaced trails.
- Collect Trail Data to inform open status, grants, and conditions.

- Lead the maintenance and repair of trails including an annual cycle of tread work, brushing, raking, clearing; new trail construction; rock work, turnpike, drainage, bridge, and split rail fence construction; and social trail decommissioning
- Execute external trail builder contracts hired through the RFP process
- Check-in regularly and update Trail Committee on current trail work
- Manage inventory of tools and supplies
- Operate and maintain tools and equipment, including hand tools, small power tools, crosscut and chainsaws, and power wheelbarrows
- Facilitate volunteer trail work day specific projects alongside the Executive Director and Trail Committee

Volunteer Management and Training | 5% Time

Support the Trail Committee to:

- Recruit, train and lead volunteer trail work days
- Plan, prepare and lead regularly occurring volunteer work parties ranging in size from 5 – 100 volunteers
- Help lead specialized volunteer programs, including the Annual Trail Work Day and volunteer days for business sponsors and partners

REQUIRED QUALIFICATIONS

- 2+ years project management experience including coordinating programs and/or managing staff and/or volunteers
- 1+ years field experience of trail maintenance or conservation work
- Ability to comfortably lift 50 lbs. and traverse uneven terrain for 7 continuous hours, 2-3 days per week often while in challenging weather conditions
- Knowledgeable about trail design, construction, and maintenance
- Experience with workplace safety practices
- Proficient with hand tools and small power equipment
- Experience working with volunteers, members of the public, and public agencies
- Proficient with Microsoft Office suite, Google Drive, Gmail, and other software
- Proficient with smartphone, GPS devices and cameras
- Valid driver's license and clean driving record
- Self-motivated with a desire to take initiative, be a leader, work efficiently, and communicate well with diverse community groups.
- Organized, hardworking and able to plan and think holistically in an outdoor, natural area setting
- Ability to prioritize workload based on weather, trail closures, and more.

PREFERRED QUALIFICATIONS

- First Aid/CPR/AED or Wilderness First Aid or WFR
- Mountain Biking proficiency, and an understanding of trail practices through this lens
- Chainsaw operation experience and certification
- Experience with public speaking
- Experience with grant/FRP writing

- Bilingual speakers are encouraged to include that information in their application

SUMMARY OF BENEFITS

- Pay range of \$23-25/hour depending on experience
- Generous Paid Time Off and Sick Leave
- Health Reimbursement Account

HOW TO APPLY

To Apply Please submit a resume, cover letter, and 3 references with the subject line “Trails Coordinator: LAST NAME” to info@stowetrails.org.

Application deadline:

Stowe Trails Partnership is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.

We strongly encourage people of color, indigenous, immigrants and refugees, LGBTQ+ and people with disabilities to apply. This position reports to the Executive Director (ED) and works closely with STP staff and the Board of Directors.