

ADIRONDACK MOUNTAIN CLUB

Founded in 1922, the Adirondack Mountain Club (ADK) was created to help provide the public with access to the Adirondacks through trail building. And while ADK's mission has expanded over the course of the past century, our commitment to maintaining and building sustainable trails continues with professional and volunteer trail crews, which are both led by ADK's Trails Coordinator.

JOB TITLE: Trails Coordinator

LOCATION: Adirondack Loj & Heart Lake Program Center, Lake Placid, NY

RESPONSIBLE TO/ EVALUATED BY: Deputy Executive Director

SUPERVISES: Professional Trail Crew and Crew Boss, Volunteer Trail Crew Leader(s), Trails Food

CANDIDATE PROFILE AND RESPONSIBILITIES

Candidate Profile:

- Proven leadership, supervisory and educator skills.
- Strong knowledge of trail maintenance and reconstruction techniques.
- Working knowledge of computers and the use of word processing, spreadsheets and database programs.
- Knowledge of low-impact camping techniques.
- Desire to be both mentally and physically challenged.
- Ability to carry tools and supplies long distances over varied terrain.
- Certified in basic first aid procedures.

Responsibilities:

- Responsible for the operation and long-term development of a professional trail crew, including recruiting, training and on-going communication.
- Develop and operate within annual budgets.
- Expand and promote a supervised volunteer program of trails crew, lean-to adoption and trail stewardship, including publicizing opportunities and recognizing volunteers.
- Serve as liaison with DEC to coordinate all ADK field programs, including proposal development, project planning, report writing and permit procuring. Ensure that all ADK programs meet or exceed standards.
- Serve as internal resource on backcountry stewardship for ADK, including communication with chapters, suggesting ADK positions on backcountry management, developing a trails manual, maintaining trails on ADK property, and supporting the work of the Trails Committee.
- Ensure that the trails program is a comprehensive backcountry management effort encompassing the maintenance, redesign, and reconstruction of all backcountry facilities, including campsites and lean-tos.
- Oversee the purchase of tools and equipment for all field programs and provide for secure storage and maintenance. Ensure the appropriate care of facilities, including cabin and volunteer base camp.
- Document and publicize ADK field program accomplishments and produce an annual report for submission to DEC, sponsors and membership.

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Trails Coordinator continued

- Support the work of the trails committee, especially as it relates to long range planning and the operation of specific volunteer programs.
- Support ADK chapter trail programs by providing workshops, lectures, consulting and general information, and work with the development department to help identify funding for the program.
- Supplemental duties/responsibilities to support other ADK operations/functions as requested.
- Support the trail crews with accurate project information and permits from DEC. Ensure that DEC's rules and regulations are strictly met by all crews.
- Work with and/or provide direct supervision and coordination to volunteer, agency and private groups on trail consulting, trail work training or implementation.
- Assist trail crews in orientation and training throughout the season and encourage crew members to develop new ideas and techniques to fulfill the program's goals.
- Promote the maintenance and care of tools, equipment and trails facilities.
- Maintain a cost-effective program within budgetary requirements.
- Provide the executive director with feedback on the program, its policies, procedures and future initiatives in order for the program to be constantly improving and ultimately representing the best program in the region.
- Scout projects for current and future seasons.
- Perform administrative duties to include work reports, payroll and updating/ developing manuals and databases as needed; in addition to special projects as assigned.
- Seek out and assist in writing grants to fund future trail projects.
- Plan volunteer trail events like National Trail Day, Fall Trails Day, and Spring Patrols

POSITION DATES: Permanent, year-round

CLASSIFICATION AND WORK SCHEDULE:

- Exempt classification
- Full-time, Year-round
- Schedule: varies throughout the season based on crew locations and projects.

COMPENSATION: Salary dependent upon experience, benefit package including health insurance, dental insurance, retirement plan, and paid time off.