



## **Position Description**

**Title:** Regional Trail Coordinator, Pennsylvania and Ohio

**Reports to:** Director of Trail Operations

**Location:** Remote position based in Ohio or Pennsylvania, covering the entirety of the North Country National Scenic Trail across both states (approximately 1,350 miles). Duty station will be in close proximity to the Trail; exact location is TBD and flexible based on applicant pool.

**Summary:** The Regional Trail Coordinator (RTC) position is responsible for furthering the development of the North Country National Scenic Trail (NCNST) within a given region. The RTC work plan involves coordinating with North Country Trail Association (NCTA) staff, Chapters, Affiliates, and partners, as well as the National Park Service (the federal administrator of the Trail) and local land managers regarding the planning, construction, maintenance, promotion, and protection of the NCNST. This position serves as the liaison between the NCTA and regional partners, and is the public face and voice that represents the Association locally.

**Key Responsibilities:** The primary responsibilities of a Regional Trail Coordinator are outlined below, but individual responsibilities can vary greatly depending on the needs of the Trail in a particular region and the needs of NCTA's regional Chapters and partners.

### **Partnerships**

- Build relationships and represent NCTA with agency partners, land managers, partner organizations, and the general public for the purpose of promoting the trail, exchanging information, coordinating interagency involvement, identifying project plans and clarifying NCTA objectives.
- Work collaboratively with the National Park Service in all aspects of Trail Management.
- Build strong working relationships with NCTA Chapter leaders and staff of Affiliate organizations to collaborate on the management of the NCNST.
- Elevate the status of the NCNST on a regional level by cultivating new partnerships and strengthening existing partnerships.

### **Trail Planning and Protection**

- Assist volunteers and the National Park Service in trail route planning efforts.
- Work with the NCTA's Director of Trail Protection and volunteers to advance trail/land protection efforts, including landowner contact and negotiation, and building local partnerships.

- Review and provide input on resource management plans, local or regional trail or development plans, or other policy development (local, state, and federal) that may impact the NCNST.
- Obtain necessary environmental permits and land manager special use applications for the development and management of the NCNST.
- Assist NCTA Chapters in planning and prioritizing projects for National Park Service compliance and other environmental review processes.
- Provide input and assistance in the development of policy guidance on a broad range of recreation, environmental, natural, and cultural resource issues.

### **Volunteer Management**

- Assist Chapter and Affiliate volunteers in setting annual priorities aligned with the goals and needs of NCTA.
- Create and provide volunteer training in trail standards, construction and maintenance, crew leadership, etc. and contribute to the development of volunteer training manuals, policies, and procedures.
- Provide project management and field support to meet the goals of trail maintenance and construction projects, protection and promotion efforts.
- Help to identify volunteer recruiting needs and opportunities in the region.

### **Trail Layout, Design, Maintenance, Construction**

- Assist in new trail design and layout to ensure the NCNST is located and constructed sustainably, following the standards outlined in the NCNST handbook, and the standards of land management partners.
- Lead and assist in ongoing assessment of existing Trail segments to establish action plans for routine maintenance needs.

### **GIS and Data Management**

- Use ESRI software to assist NCTA GIS Program Manager with regional data management and map updates to advance Trail Management and Protection needs.
- Collect or assist volunteers in collecting new GPS data.
- Use ESRI's ArcGIS software to develop project maps using GIS tools.

### **Additional Duties**

The Regional Trail Coordinator will have additional responsibilities that may include advocacy, grants development and management, marketing and communications, and providing assistance to the Director of Trail Operations and other NCTA staff with other projects and duties as assigned.

### **Qualifications:**

- Completion of a four-year BA or BS degree in a natural resources-related field such as forestry, outdoor recreation planning, wildlife biology, or other similar fields and/or:
- At least five years of professional experience in trail construction techniques, organizing volunteers, and working with government agencies.
- Familiarity with the National Trails System and National Scenic Trails.

- Comprehensive knowledge of land and resource management principles, practices, and concepts.
- Comprehensive knowledge of trail design, construction, and maintenance concepts and techniques, sufficient to train others.
- Knowledge of National Park Service, USDA Forest Service, and other administering agency guidelines for lands and resources, outdoor recreation, and trail planning and management.
- Knowledge of impacts to natural and cultural resources associated with various land uses, and the ability to evaluate and recommend mitigation procedures to effectively protect the resources of the Trail.
- Knowledge of GPS data collection, sufficient to train others.
- Proficiency using ESRI's ArcGIS Software.

### **Requirements of Work**

- Project management skills and flexibility to manage the expectations of supervisors, partners and volunteers.
- Strong written and verbal communication skills; ability to facilitate meetings and lead group conversations with diverse stakeholder groups.
- Willingness to adhere to and emulate the NCTA's [Core Values](#).
- Ability to work effectively with other staff, volunteers, the general public, and representatives of other agencies, organizations, and companies.
- Ability to communicate with and assist volunteers or the general public, employing courtesy, tact, and sound judgment, in order to maintain and nurture their relationships with the NCTA.
- Ability to work collaboratively with federal, state, and local government agencies, private organizations, and landowners, especially in devising creative solutions to complex problems.
- Ability to train, supervise, and encourage volunteers in various work areas.
- Ability to independently apply good judgment in interpreting the mandates of the National Trails System Act and other statutes affecting the management of the NCNST.
- Willingness to travel extensively to meet the requirements of the position.
- Ability to work outdoors in many conditions and perform strenuous physical activity.

**Supervisory Controls and Work Environment:** The employee is under the general supervision of the NCTA Director of Trail Operations, and may expect to receive assignments and general direction through this supervision. However, on a day-to-day basis, the employee will be responsible for determining, scheduling, and prioritizing their own work as well as reporting back to their supervisor regularly.

The work is an equal mix of indoor and outdoor activities, with fieldwork being performed in a wide variety of settings. Work will also involve related outdoor activities such as hiking, camping, and backpacking. Travel will require the use of a personal vehicle. This position involves regular travel.

**Hours:** This is a full-time, salaried, exempt position. Some weekends and

evenings may be required.

**Benefits and Compensation:** Salary range \$45,000 to \$50,000 based on experience, proven performance and geographic location. This position is eligible for NCTA employee benefits including paid time off, observation of all federal holidays, health insurance, 403(b) participation, and employer match and flexible work environment.

**Apply:** Submit electronic resume and cover letter to Val Bader, Director of Trail Operations, at [hr@northcountrytrail.org](mailto:hr@northcountrytrail.org). Applications will be accepted on a rolling basis through February 1, 2023.