



Title: New York and Vermont Regional Trail Coordinator

Reports to: Director of Trail Operations

Location: Remote within assigned region and near the NCT, exact location TBD & flexible.

FLSA Status: Exempt

Job Classification: Full-Time

Salary Range: \$55-\$58k (based on experience and location)

At North Country Trail Association we are driven by a set of core values which guide our actions, shape our culture and support our mission. We believe in fostering an environment where accountability, collaboration, excellence and inclusion thrive, and we are looking for individuals who share these values. Join our team and help us create a positive impact while growing both professionally and personally.

Position Summary: The Regional Trail Coordinator is responsible for furthering the development of the North Country National Scenic Trail within an assigned region. This position serves as the public face and voice that represents the Association locally and as the liaison between the North Country Trail Association and key regional partners. The role involves collaborating with staff, Chapters, Affiliates and partners, in addition to working closely with the National Park Service (the Federal Administrator of the trail) and local land managers.

Key Responsibilities:

Partnerships

- Effectively builds relationships and represents NCTA with key agency partners, land managers, partner organizations, and the public for the purpose of promoting the trail, exchanging information, coordinating interagency involvement, identifying project plans and clarifying NCTA objectives.
- Works in close partnership with the National Park Service in all aspects of Trail Management.
- Foster and maintain strong effective relationships with NCTA Chapter Leaders and Affiliate organization staff to ensure seamless collaboration in the management of the NCNST.

Trail Management

- Assist in trail route planning, 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 construction and routine maintenance needs.

Trail Planning and Protection

- Collaborate with NCTA staff, NPS and volunteers to plan and refine the route of the NCT-including responsibilities such as meeting facilitation, project management, prioritization, mapping and

more.

- Work with Trail Protection staff and volunteers to advance trail/land protection efforts, including engaging landowners, building local partnerships, supporting land protection projects, and prioritizing regional needs.
- Review and provide strategic input on resource management plans, regional trail or development plans and policy framework development (local, state and federal) that may impact the NCNST.
- Secure necessary environmental permits and land manager special use applications to facilitate the development and management of the NCNST.
- Contribute to the development of policy guidance on a wide range of recreational, environmental, natural and cultural resource issues.

Volunteer Management

- Support Chapter and Affiliate leaders in setting annual priorities aligned with NCTA's goals.
- Develop and deliver volunteer training in trail standards, construction, maintenance, crew leadership, etc. while contributing to the creation of training manuals, policies and procedures.
- Manage projects and provide field support to achieve NCTA's priority trail maintenance, construction projects and protection goals.
- Connect volunteers with NCTA resources and staff, directing requests to the appropriate personnel.

GIS and Data Management

- Support GIS Program Manager with regional data management and map updates to advance trail management and protection efforts using ESRI software
- Collect or assist volunteers in collecting new GPS data and ground-truthing existing trail data.
- Utilize ArcGIS software to create detailed project maps.

Additional duties

The Regional Trail Coordinator may also take on responsibilities such as advocacy, grant development and management, outreach and supporting the Director of Trail Operations and NCTA staff with additional projects as needed.

Desired Qualifications:

- Bachelor's degree in natural resources or a related field, or at least five years of professional experience in trail construction, volunteer management, group facilitation, and/or working with land management agencies.
- Familiarity with the National Trails System and National Scenic Trails.
- In-depth knowledge of land/resource management principles, trail design, construction, and maintenance and ability to train volunteers in these areas.
- Knowledge of NPS, US Forest Service, and other agency guidelines for land use, outdoor recreation, and trail management.
- Ability to assess and recommend mitigation for impacts to natural and cultural resources.
- Experience with GPS data collection and proficiency in ESRI's ArcGIS Software.

Requirements of Work:

- Exceptional project management skills with proven ability to deliver results on time and within scope.
- Experienced in leading meetings and facilitating productive group discussions with diverse

stakeholders, fostering collaboration and engagement.

- Collaborative team player skilled in working with both internal and external teams to develop innovative solutions to complex challenges.
- Self-motivated and proactive, able to work independently with minimal supervision while maintaining effective communication and coordination with supervisor and other staff.

Supervisory Controls and Work Environment: The employee is under the general supervision of the Director of Trail Operations but is responsible for independently determining, scheduling, and prioritizing their daily tasks.

The duties of this position are a mix of indoor and outdoor activities, with work being performed in a wide variety of settings. Work will involve strenuous outdoor activities and requires the ability to:

- Work outdoors in remote settings and in inclement weather
- Lift up to 50 pounds
- Travel frequently and for multiple days at a time; including camping, hiking and backpacking in varied terrain.
- Perform manual trail work and utilize trail tools and equipment

As a remote position, adequate home office space and internet access is necessary for this role. This position involves regular travel, including utilization of a personal vehicle and rental vehicles.

This position offers a flexible schedule, including weekend and evening work as required to complete the necessary duties.

Benefits and Other Compensation: 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.

To apply: Submit electronic resume and cover letter to hr@northcountrytrail.org

Position Post Date: January 23, 2025