



Eastern Washington Regional Coordinator

Job Announcement: Washington Trails Association

2/27/2014

Washington Trails Association is seeking an individual to grow and develop a diverse volunteer base in the Eastern Region of Washington state, promote WTA in the region, and lead volunteers in building and maintaining trails. The coordinator will create regional content for WTA publications, develop partnerships, lead outreach and engagement efforts within communities and on the trails and oversee a high quality trail maintenance program in the region.

The Eastern Washington Regional Coordinator is a temporary, part-time position based in Spokane. We expect to schedule work from April through October. The position reports directly to the Engagement Manager and works closely with the Field Program Manager. This position will require working from home and in the field.

Washington Trails Association preserves, enhances, and promotes hiking opportunities in Washington state. We are committed to leaving a rich legacy of trails and wildlands for future generations to enjoy. WTA has built one of the most successful volunteer trail maintenance programs in the nation using a proven formula of "be safe, have fun, and get good work done." WTA leads more than 100,000 hours of volunteer service annually to maintain, repair, and build trails across the state.

Responsibilities:

Community Outreach: Building and maintaining a strong volunteer base – 50%

- Recruit volunteers for work parties and other projects.
- Work with WTA's Engagement Manager to coordinate events and opportunities that encourage WTA members, volunteers and hiking community to engage in WTA programs.
- Conduct periodic outreach and promotional efforts to local businesses, trail clubs, and other like-minded organizations.
- Coordinate with the Communications Department to develop and maintain contacts with regional media outlets and to create effective outreach materials such as posters and fliers, as well as materials for magazine and electronic media publication.
- Write Hiking Guide entries for WTA website.
- Develop partnership projects (i.e. National Trails Day) with like-minded organizations.
- Attend outreach events such as National Parks Family Day, HP Giving Day, and National Public Lands Day.
- Coordinate an annual volunteer appreciation event with help from the Seattle staff.

Program Support and Engagement of Land Managers and Volunteers: Leadership to and on the trail – 40%

- Serve as Crew Leader or facilitate the leading of at least 14 volunteer work party trips.
- Provide scheduling and project support for volunteer work parties and other events.
- Develop and lead volunteer trainings.

- Ensure effective maintenance and management of tools and related trail work supplies.
- Create and maintain a viable program to recruit, train, develop and support new crew leaders.
- Develop relationships and serve as liaison with regional land managers of public lands to identify and develop quality volunteer projects and work on hiker-related issues.
- Coordinate with land managers to identify and scope potential work including: developing sustainable trail layout, structure design and materials lists.

Administrative – 10%

- Meet weekly with the Engagement Manager.
- Maintain regular contact with Trail Programs staff.
- Maintain contact/collaboration with other WTA departments as appropriate.

Desired Qualifications:

- Passion for Washington Trails Association's mission.
- Experience with outreach, promotion, sales, advocacy, or similar skills.
- Experience recruiting, training, and leading volunteers.
- Skills in trail maintenance and trail building.
- Knows how to engage, and work with, multiple stakeholders at all organizational levels internally and externally to the organization.
- Strong interpersonal skills to ensure a fun, safe and quality volunteer experience.
- Demonstrated commitment to teamwork.
- Ability to work independently to plan, prioritize and organize workload, and develop and maintain a successful program.
- Excellent communication skills (written and oral).
- Reliable vehicle and valid driver's license (WTA provides mileage reimbursement).

Compensation:

Compensation is \$16 per hour. No benefits. Schedule will be up to 20 hours a week from April through October. Some evening and weekend work is required in addition to occasional trips to Seattle.

To Apply:

Email a resume, a brief cover letter describing your experience and qualifications, and at least two references to Kindra Ramos, Engagement Manager, at jobs@wta.org. Applicants must pass a Washington State background check. **Priority will be given to applications received by March 24, 2014.**

Washington Trails Association is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, disability, marital status, sexual orientation or national origin.