

Conservation Corps Assistant Trails Coordinator (ATC) Position Description

The Assistant Trails Coordinator position is a 32 Week seasonal FT opportunity in support of Connecticut Forest & Park Association Trails Program. Schedule will fluctuate based on the program needs and scheduling requirements.

Duties and Responsibilities

- Arrive at CFPA Headquarters or other agreed upon location at scheduled time.
- Assist with recruitment, interviewing and onboarding of Seasonal CWCC Trail Crew Members
- Train, motivate and lead crew members and Leaders to complete a variety of trail projects including maintenance, repairs, new construction and tool maintenance.
- Overnight camping in the field as needed for crew training or other required duties
- Mentor and advise leaders in the field and/or lead crews in crew leader's absence
- Support crew leaders in establishing a safe, fun and inclusive working environment for the crew.
- Assist CFPA's Trails Stewardship Coordinator (TSC) in developing trail projects and crew logistics.
- Develop Project Specification documents for each crew project with guidance from TSC .
- Ensure maintenance of trail tools, vehicles and equipment for safe use.
- Ensure all aspects of work are up to standard, including tread construction, blazing, and structures.
- Ensure all project paperwork and administrative duties are completed as necessary.
- Compile weekly reports for each crew based on submitted paperwork.
- Assist CFPA Trails staff with development of project calendar and project promotion.
- Help coordinate volunteer work parties as needed.
- Report all incidents affecting the safety, health, and well-being of volunteers or crew members.
- Ensure digital photo documentation of project progress and volunteer engagement is captured.
- Assist with routed sign replacement program, including using basic CAD program and CNC router.
- Positively represent CFPA and CWCC in all interactions.
- Perform additional duties related to the CFPA Trails program and CWCC as needed.
- Follow all CDC and State-mandated Covid-19 guidelines and protocols.

Benefits

- Gain vital skills and experience for a career in outdoor recreation, conservation, or land management.
- Work in beautiful natural areas in Connecticut and develop a greater appreciation for their importance.
- Work closely with professional trails staff, land management professionals, and conservation organizations.
- Educational opportunities beyond the daily work experiences will be provided.
- Participation in land conservation and environmental education workshops.
- Tool use and safety, best practices, sustainable trail design, bridge building, and leadership training will be provided.
- Required Personal Protective Equipment (PPE), uniforms and camping equipment will be provided.
- Two day Chainsaw Training (CFPA sawyer card available).
- Leave No Trace Trainer Certificate and Wilderness First Aid (WFA) Certification.
- Assistance with Independent study or Internship credit possible.

Tentative 2024 Schedule

Full Time(40 Hours per Week): March 25 (or earliest available date) - November 1

- The normal weekly work schedule will be Monday - Friday or Tuesday - Saturday.
- Most work weeks will not require staying in the field overnight.
- Certain training weeks and certain projects will require overnight camping in the field.
- With notice, schedule may be altered for required training or project requirements.

Preferred Job Skills, Abilities, and Experience

- At least one season in a Trail Crew leadership role.
- Demonstrated experience working in an outdoor setting.
- Demonstrated leadership and project management.
- Familiarity with CT's state parks & forests.
- Demonstrated skills in trail maintenance and construction.
- Strong interpersonal skills to ensure a fun, safe and quality crew experience.
- Experience and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds.
- Ability to work independently and contribute to a team effort.
- Ability to remain calm and manage emergency situations.
- Ability to work in an outdoor environment including hiking and backpacking at least 5 miles daily in a variety of terrain.
- WFR or WFA certification and CPR certification valid through the duration of employment (CFPA can help qualified applicants obtain WFA training).
- Valid driver's license and ability to drive a truck or van with a trailer on highways and dirt roads.
- Reliable personal vehicle.
- Availability from March to November.
- A strong commitment to CFPA's mission.

Compensation

The Assistant Trails Coordinator will be paid **\$780/week**, with a 40 hour week, less applicable taxes and other required withholdings. If personal vehicles are driven, mileage will be reimbursed at the current State of CT mileage reimbursement rate. If staying in the field overnight, meals will be provided.

Eligibility/ Application Requirements

Position is open to those 21+ years olds as of start date. Prior Conservation Corps or Trail Crew preferred. Applications will be reviewed on a rolling basis until the position is filled. A video interview will be required.

An [Online Application](#) is required for this position. Additional personal statement relating to project and/or program planning required as part of the online application.

If you have any questions, email us at cwcc@ctwoodlands.org. No phone calls please.

CFPA is committed to a policy of equal opportunity/affirmative action for all qualified persons. CFPA does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.