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## **Assistant Trails Coordinator: Long-term Seasonal Opportunity**

*We encourage you to apply for this job opportunity if you are interested in working:*

- *At a positive, mission-focused, non-profit conservation organization;*
- *With a team dedicated to getting people outdoors, conserving forests, parks and our statewide network of Blue-Blazed Hiking Trails; and*
- *As part of an organization dedicated to the principles of JEDI - Justice, Equity, Diversity and Inclusion.*

### **Position Summary**

CFPA is seeking an energetic self-starter with a passion for our trails. Assistant Trails Coordinator (ATC) is a full-time, seasonal non-exempt employee reporting to CFPA's Trails Director and Trails Stewardship Coordinator. The staff person selected for this position will assist with many programs and initiatives of the CFPA Trails Department including the operation of the Connecticut Woodlands Conservation Corps (CWCC). The ATC will work closely with our staff, volunteers, and partners to achieve the maintenance and management of the 825+ miles of the popular Blue-Blazed Hiking Trail System.

### **Responsibilities**

- Recruit, interview and onboard seasonal CWCC staff.
- Train, motivate and lead CWCC staff to complete a variety of trail projects including maintenance, repairs, new construction and tool maintenance.
- Camp 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 crew projects with guidance from TSC.
- Ensure maintenance of trail tools, vehicles and equipment for safe use.
- Ensure all aspects of work are up to CFPA standards.
- Ensure all project paperwork and administrative duties are completed as necessary, including weekly reports for each crew.
- Assist CFPA Trails staff with development of project calendar and project promotion.
- Help coordinate volunteer work parties as needed.
- Report all incidents affecting the well-being and health of volunteers or CWCC staff.
- Ensure digital photo documentation of project progress and volunteer engagement is captured.
- Coordinate volunteer survey of New England Trail assets and issues.
- Support New England Trail RIMS survey work and assist with administration of data and mapping.
- Assist with routed sign replacement program, 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.

## **Qualifications**

- At least one season leading a backcountry Trail Crew program.
- 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 February to December.
- A strong commitment to CFPA's mission.

## **Salary & Benefits**

This position pays a starting salary of \$22.00/hour and is scheduled for 36 weeks, depending on start date. CFPA offers long term seasonal employees 8 paid sick days and paid federal holidays.

## **Schedule and Location**

The ATC's schedule is flexible as necessary to accommodate meetings and work that occur on weekends and evenings. The position will start as soon as availability allows. The position is based at CFPA's headquarters in Rockfall, CT, and also requires off-site work on a regular basis. Certain training weeks and projects will require overnight tent camping in the field. With notice, schedule may be altered for required training or project requirements. The position is planned for a total of 1,440 hours for the duration of employment; this may be extended depending on program need and capacity. Those completing the Position for 2025 in good standing will get priority consideration for 2026

## **To Apply**

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 [abradlley@ctwoodlands.org](mailto:abradlley@ctwoodlands.org). No phone calls please.