



Idaho Trails Association | P.O. Box 165 | Boise, Idaho 83701
www.idahotrailsassociation.org

Idaho Trails Association Seeking Trail Projects Director

Idaho Trails Association is seeking a full-time Trail Projects Director. The chosen candidate will help lead ITA's trails program into its second decade of keeping Idaho's hiking trails open for all. This candidate will play a key role in growing the organization to maintain more trails in more places across the state.

About ITA

In existence since 2010, Idaho Trails Association (ITA) helps maintain our state's incredible, invaluable heritage hiking trail system. ITA is a non-profit organization under IRS 501(c)(3). We work with a variety of public land managers and partners. Since our founding, we have trained thousands of volunteers to remove logs, trim brush, and restore trail treads. Volunteers build bridges, provide safe access through wet areas, and remove large rocks to keep trails clear. ITA is in a time of rapid growth, and the Trail Projects Director's work is vitally important in ITA's efforts to increase the clearing of more miles of trail.

Position Description

The Trail Projects Director oversees the planning, coordination, logistics, and successful completion of our trail maintenance and monitoring projects. The Trail Projects Director is the coordinator for ITA projects, and sometimes acts as the on-the-ground crew leader. They also train and empower volunteer crew leaders to lead projects. This position requires a highly motivated and well-organized trail enthusiast with a variety of skill sets. Responsibilities of this position include the following tasks:

- **Operations, Logistics, Quality.** Plan current and outyear trail projects and logistics. Ensure safe and high-quality field project operations, verify the quality of ITA fieldwork, and maintain ITA's inventory of tools and gear. Obtain and assess volunteer feedback after projects.
- **Administration and reporting.** Assess and report trail project accomplishments, track and manage project expenses, and assist with outyear budgeting.
- **Leader recruitment and training.** Coordinate training and support of volunteer crew leaders. Recruit, train, and retain volunteer crew leaders for each trail project.
- **Risk Management.** Develop and implement safety training, safety plans, emergency procedures, and communications plans.
- **Program development.** Assist with fundraising and grant writing, fostering good external relations, partnerships, and advocacy.

This job is home-based. However, during the field season some travel is required to lead and/or participate in trail projects throughout Idaho's beautiful backcountry so will occasionally require camping and hiking outdoors in a wilderness setting. Some travel may be required to attend and support ITA outreach events. Travel is throughout Idaho, with occasional evening and weekend commitments. This position reports to the Executive Director and works collaboratively with the Board of Directors and ITA staff.

This is a full time, exempt employee position. Compensation includes paid time off, paid holidays, and reimbursement for work-related gear expenses up to \$750.00/year. Salary will be commensurate with experience, with a range of \$37,000-\$40,000 per year. Start date is January 3, 2022.

Desired Qualities

The ideal candidate works well with diverse groups of people; our partners and volunteers are key to our success. The candidate possesses proven experience in construction and maintenance of trails to meet the standards of our agency partners. They are comfortable working in both an office setting and working (and camping) in a backcountry environment. The candidate values the safety and wellbeing of volunteers, is an effective communicator both oral and written. An aptitude for logistics is a priority, as ITA is growing and with that comes the need for efficient planning, attention to detail, and overseeing and implementing multiple projects in any given week of the field season. Desired experience, skills, and other qualifications (or similar applicable) include the following:

Abilities:

- Passion for and personal alignment with ITA's mission and values.
- Ability to work independently with integrity, transparency, positive attitude, and proactive approach to work.
- Ability to communicate with people of all backgrounds and a genuine love of working with people; our volunteers are the heart of our organization!
- Focus on safety; we work with volunteers of all experience and ability levels. Ability to identify potential hazards, mitigate those hazards, and plan for safety equipment. The top priority of ITA is that volunteers have a safe experience.
- Ability to engage and work with multiple partners at all organizational levels, internally and externally. Experience working in partnership with the US Forest Service and other Federal and State land managers.
- Ability to assist with fundraising and grant writing.
- Ability to adapt to changing conditions and priorities, and to be proactive in planning for contingencies (i.e., weather, volunteer cancellations, USFS priority changes, logistical challenges) while maintaining a positive attitude.

Experience:

- Experience in managing complex projects, and attention to detail in project planning, logistics and organizing and supporting projects, with ability to develop detailed plans for trail projects, tools, camp equipment, food, and any other things needed to ensure a safe, successful, and fun experience for volunteers.
- Experience in trail maintenance using traditional tools, especially crosscut saw use. Ideally, certified as a "B" sawyer under the National Saw Program. Experience and ability to maintain ITA's tools and tool cache.
- Experience in leading trail projects in a wilderness or backcountry setting.

To Apply

Please submit a cover letter, resume, and the contact information for three references in a single PDF. Send via e-mail to jobs@idahotrailsassociation.org with the subject line "Trail Projects Director" by or before October 8th, 2021.