

Florida Trail Association Position Announcement

Title: **Trail Crews Coordinator**

Location: Florida National Scenic Trail field office, Tallahassee, FL. The field office is co-located with the National Forests in Florida.

Reports to: Trail Program Planner

Summary: The person in this position coordinates the activities of the trail crews for the Florida Trail Association. This position coordinates all aspects for multiple trail crews including, but not limited to supervision, management, administration, planning, and technical oversight of volunteer trail crew-related trail construction and conservation projects. Demonstrated experience in timber construction, ability to read design plans and proficiency in tool use and maintenance is required. The Trail Crews Coordinator utilizes both office and field time to accomplish tasks with extensive travel for long periods of time throughout the state of Florida, especially from September through April. Independent backcountry travel is necessary at times.

Educational Requirements:

Bachelor's degree or comparable experience in a similar position.

Qualifications:

1. Experience in management and supervision of adult volunteer crews
2. Minimum of one year experience in managing and supervising youth corps and/or similar programs
3. Valid Wilderness First Responder Certification
4. Valid driver's license
5. Acceptable driving record

Responsibilities:

The Trail Crews Coordinator is a member of a team of individuals linked in their shared commitment to the mission and vision of the Florida Trail Association and to the grassroots volunteers who build and maintain the Florida Trail. Specific areas of responsibility include:

1. Report regularly to the Trail Program Planner regarding project planning, crew management and any identified material, tool and equipment needs.
2. Be willing and able to travel for long periods of time throughout Florida. Oversight of Trail Crews will require camping in tents and living in either backcountry or front country settings, and may require extensive backpacking or long distance hiking. Personal camping gear is required to supplement provided base camp gear.
3. Provide technical support and construction expertise in the project design and construction process.
4. Assist in the administrative aspects of the trail crew program such as creating and managing annual budgets, submitting weekly expense reports and work summaries, etc.

5. Work closely with Florida Trail land managers and partners such as the US Forest Service, Water Management Districts, State Parks, the Fish and Wildlife Conservation Commission and other public and private landowners on the trail in gathering project site logistics and design approval.
6. Plan, facilitate and manage trail construction, maintenance, and conservation projects on the trail which may last up to 10 days.
7. Manage the Trail Crew Program and the trail crews in the field so that they are effective and safe including being on-call for the duration of their projects.
8. Assist Trail Resource Coordinator and Trail Project Planner in the planning and implementation of staff and volunteer training, to include the safety program.
9. Grow and manage the F-Troop (the FT trail crew program) so that projects can be both volunteer and/or staff run.
10. Establish and maintain active program relationships with organizations including, but not limited to, the Student Conservation Association, the Americorps NCCC, Breakaway Alternative Spring Break Crews, other youth corps and service based organizations.
11. Perform pre-construction season site visits and post- construction evaluations for each project as possible.
12. Be responsible for the maintenance, care and inventory of the FTA cache of tools and equipment such as hand tools, chainsaws, mowers, etc.
13. Perform other duties as assigned.

Knowledge, Skills, and Abilities:

1. Demonstrated skills in organizing, leading and managing large groups of volunteers with varying level of experience in an effective and safe manner during construction projects.
2. Demonstrated experience in technical trail building including timber construction, reading, interpreting and contributing to technical design plans, and proficiency in tool use and maintenance.
3. Demonstrated ability to work with and train diverse volunteers and to communicate clearly and effectively in writing and orally.
4. Demonstrated experience in exercising sound judgment and making decisions.
5. Demonstrated ability to work independently to complete projects with attention to detail.
6. Demonstrated experience as a hiker and backpacker, and ability to monitor and facilitate a safe and fun backcountry experience for potentially inexperienced volunteers.
7. Ability to perform physical labor and/or cardiovascular activity for sustained periods of time including the ability to carry a backpack, supplies, hand tools and equipment for extended periods of time for long distances.
8. Knowledge of “Leave No Trace” principles.

Salary and Benefits:

FTA offers a competitive salary and benefits package, which includes individual and family health insurance options and retirement plans.

The Florida Trail Association's mission is to develop, maintain, promote, and protect a continuous public hiking trail the length of the State of Florida called the Florida National Scenic Trail and other side and loop trails, together called the Florida Trail System; and to educate the public by teaching appreciation for and conservation of the natural beauty of Florida; and to provide opportunities to hike and camp.

The Florida Trail Association is the not-for-profit organization of volunteers for and supporters of the Florida Trail, a National Scenic Trail stretching 1,500 miles through the state of Florida, and the Florida Trail System, encompassing over 2,000 miles of hiking in Florida built and maintained by our volunteers. The Florida Trail Association, in partnership with the USDA Forest Service, builds and maintains the trail, provides public information about the trail, and encourages volunteer involvement in the trail to ensure it will continue to be Florida's premiere hiking resource for generations to come.

To Apply: Please send a cover letter stating interest and qualifications, resume, samples of work (or website where your portfolio can be viewed) and the names and contact information for three references to:

Kent L. Wimmer, AICP
Florida National Scenic Trail Liaison
Florida Trail Association
325 John Knox Road, F-100
Tallahassee, FL 32303-4160

Electronic application preferred. Submit to: kwimmer@fs.fed.us

Applications accepted: **17 April 2009 through 18 May 2009.**

Please visit the Florida Trail Association at www.floridatrail.org. Additional information will be provided to qualified applicants.