



JOB ANNOUNCEMENT

The Arizona Trail Association seeks to hire a part-time Field Coordinator.

About the Arizona Trail Association

The Arizona Trail Association (ATA) is the nonprofit organization whose mission is to protect, maintain, enhance, promote, protect and sustain the Arizona National Scenic Trail as a unique encounter with the land. The ATA's vision is a continuous 800-mile non-motorized path from Mexico to Utah connecting deserts, mountains, canyons, forests, communities and people. Formed in 1994, the ATA has been instrumental in the construction of the cross-state Arizona Trail and is responsible for its ongoing maintenance and protection. The trail received National Scenic Trail status in 2009, was completed in 2011, and has become one of the nation's premier long-distance trails.

The ATA is based in Tucson, however programs and operations occur statewide. The ATA Staff consists of an Executive Director, Chief Financial Officer, Administration Director, Trail Director, Volunteer Program Manager, Youth Outreach & Education Coordinators, and an Intern. In addition, the ATA contracts a number of individuals to manage various components of Arizona Trail programs and operations.

Field Coordinator

The ATA seeks an exceptional individual to coordinate and lead volunteer activities on the Arizona National Scenic Trail (AZT) statewide as a Field Coordinator. Ideal candidates will be capable of creating a safe and welcoming environment for volunteers while providing the leadership necessary to achieve the project goals to maintain and improve the trail and engage more individuals in the AZT experience.

The Field Coordinator will work with the Volunteer Program Manager (VPM) to plan, coordinate and implement volunteer activities on the trail. This will include travel to various locations along the 800-mile trail to lead volunteer crews for trail construction and maintenance projects of varying degrees of technical complexity and size. Most projects will be scheduled for weekends with some overnight or multi-day events possible. Intermittent weekday scheduling may also be a possibility.

Qualifications/Skills

- Excellent verbal and written communication skills. You must really LOVE working with people!
- A love of trails and hiking/running/bicycling/equestrian activities
- Current certification as a Wilderness First Responder or Wilderness Advanced First Aid
- Competence with digital communications including social media, email, and interfaces with online data tracking
- Experience using GPS technology

- At least one year of experience leading trail construction and maintenance crews
- Knowledge of methods, materials, tools and techniques used in trail construction and maintenance, especially:
 - Forest and desert brushing techniques
 - Basic drainage and tread repair
 - Stone retaining structure construction
 - Full bench tread construction
- Familiarity with Leave No Trace principles and commitment to implementing them
- Comfort working with individuals of diverse races, cultures, religions, ages, genders, sexual orientations and abilities

Primary Responsibilities/Duties

Lead volunteer trail building and maintenance events on the trail including:

- Communicate via email and telephone with VPM, volunteers and ATA Trail Operations Team
- Provide instruction to volunteers on the basics of trail maintenance and construction
- Conduct safety briefings and ensure that sign-in and liability releases are signed
- Reward volunteers with Arizona Trail swag (maps, stickers, bandanas, etc.)
- Evaluate and communicate project results with VPM
- Provide photo documentation of project and volunteer engagement
- Plan, shop and coordinate preparation of menus for overnight and multi-day projects
- Ensure that volunteer hours are tracked in the online volunteer management system
- Understand and implement COVID safety protocols

Other Duties as Assigned May Include

- Support instructors of the ATA's Trail Skills Institute in providing on-trail training on basic and advanced trail design/construction/maintenance techniques
- Assist in recruiting volunteers and engaging community organizations within gateway communities
- Maintain and repair hand tools and PPE as needed
- Assemble, organize and maintain camp equipment

Compensation

- \$200/day
- \$0.54/mile for driving personally owned vehicle
- Two full days of labor are anticipated for each one-day volunteer trail work event, including travel to and from event site, pre-event coordination with VPM, and wrap-up and reporting after each event. \$200/day x 2 days x 20 events = \$8,000 annually.
- Field Coordinator will be compensated as an Independent Contractor, with no taxes withheld and no employee benefits offered.

Schedule

- Twenty (20) one-day events annually, primarily on weekend days (Saturday or Sunday)
- Exact dates will be determined by Field Coordinator and VPM

Benefits

- Working with a progressive nonprofit organization committed to stewardship of public lands and engaging with volunteers who believe in the ATA's mission and vision
- Flexible schedule, working primarily outdoors

- Arizona Trail embroidered shirt, hat, nametag, and business cards
- 50% discount on Arizona Trail merchandise

Application Process

The Arizona Trail Association is an Equal Opportunity Employer. Interested individuals are encouraged to apply by sending the following documents by e-mail to Matthew Nelson, Executive Director (matthew@aztrail.org):

- Letter of Interest explaining why you are interested in this position and what makes you an ideal candidate
- Current curriculum vitae with relevant education, professional experience, and current certifications
- Three references, including name, telephone number, e-mail, and context of professional connection

Applications will be accepted immediately and the position will remain open until filled. Interviews will be conducted by telephone and/or Zoom.

If you enjoy working outdoors with others and are interested in a leadership position within a small nonprofit organization making a big impact on individuals, communities and landscapes throughout Arizona, please apply today.