

TITLE: Trails & Programs Manager
LOCATION: Eagle County, Colorado
OPEN DATE: March 22, 2021
CLOSING DATE: April 7, 2021

Learn More: <https://www.vvmta.org/>



SUMMARY:

The Vail Valley Mountain Trails Alliance (VVMTA) is excited to offer a full-time Trails & Programs Manager (TPM) position. The TPM will focus on managing the Trail Conservation Crew (TCC), managing/recruiting/retaining volunteers, managing VVMTA's programs and balancing office work with physical trail and field work. Typical work week includes meeting with the Executive Director, scheduling and directing the TCC, scheduling and managing volunteers through the Adopt A Trail (AAT) and Wildlife Trail Ambassador (WTA) programs, tracking trail and conservation projects, managing program communication and initiatives, and working in the field with the TCC, AAT volunteer teams, and WTA volunteers.

ABOUT THE VVMTA:

The VVMTA is the leading trail advocacy organization in Eagle County, CO. We promote stewardship of our public lands, sustainable trail building practices and a balance between recreation and conservation. We manage trail advocacy programs such as Adopt A Trail and Wildlife Trail Ambassadors, coordinate and train volunteers, educate trail users, and contribute our talents, guidance and time to support local land managers in various soft surface trail initiatives.

LOCATION:

- Eagle County, CO

DATES & TIME:

- Full-time, year round exempt position
- 40 hours per week, on average
- Primary schedule is Monday - Friday with flexibility
- Must be able to work occasional evenings and weekends

POSITION DUTIES & RESPONSIBILITIES:

- Manage all aspects of programs, including but not limited to Adopt A Trail, Wildlife Trail Ambassadors, and the Trail Conservation Crew
- Manage, lead, and instruct TCC crew leaders and members, Adopt A Trail volunteers, Trail Crew volunteers, WTA volunteers, and other program participants in trail and conservation initiatives, field safety, project objectives, and outreach activities

- Assists in preparing trail maintenance, trail construction, and conservation projects
- Recruit and retain volunteers for programs and projects
- Schedule and track AAT volunteer team work days
- Manage project schedules and schedules of the TCC in order to effectively and efficiently complete projects
- Manage volunteer training events such as an annual season kick-off training(s) for AAT and WTA volunteers
- Communicate with volunteers, supervisors, crews, land managers, and partners in order to provide information, training, and motivation
- Create and distribute project and program recap reports, newsletters, and outreach materials
- Effectively lead, track, and complete trail and conservation projects
- Walks trail and conservation projects with crew lead(s) and land managers as necessary for approvals and direction
- Maintains and organizes vehicle(s), equipment, and tools
- Understands how to work within a budget and accounts all expenses and receipts
- Frequently interact with the public and communicate Leave No Trace Principles, trail etiquette, seasonal wildlife closure education, and general trail and recreation information
- Represent the VVMTA, its partners, and local land managers in a respectful and competent manner
- Participate in pre and post project activities including briefings, evaluations, and trainings
- Manage project logs and recaps, including photographs, statistics, feedback, and data
- Ability to work in an office environment and perform administrative tasks
- Wear “many hats” and perform other duties as assigned by the Executive Director

EDUCATION & QUALIFICATIONS:

- Required experience managing, coordinating, and scheduling teams
- Required experience training and working with volunteers
- Experience in trail maintenance and construction of sustainable soft surface trail, primarily for non-motorized use
- Experience and understanding of working in the nonprofit sector
- Experience working with land management agencies and other government entities
- Passion, integrity, positive attitude, and a self-directed entrepreneurial spirit

- Passion for trails, stewardship, and the importance of a balance between recreation and conservation
- Experience with tracking and managing grants
- Experience with writing grant applications
- Experience creating marketing, outreach, and communication materials such as but not limited to informational brochures, annual reports, and newsletters
- Experience with hand tools, power equipment, and heavy machinery directly related to trail maintenance and construction not required but is a plus
- Strong communication skills, both written and verbal
- Ability to work independently in the office and in the field
- Ability to use email and Google office products such as spreadsheets and documents
- Ability to use mapping software and create maps is a plus
- Personable and able to work within a customer service-based environment that involves routine interaction with the public
- Ability to work outdoors for long hours, performing manual labor in all types of conditions
- Competency to make judgment calls in the field around necessary trail improvements and diagnose problems
- Possess a strong attention to detail
- Ability to use web-based apps to document work and record hours
- Required understanding of our local trails, spending significant time on them through various uses such as mountain biking, hiking, trail running, etc.
- Experience with knowledge of desirable trail characteristics in our local trail system
- Positive attitude with versatility to adapt to a changing work environment
- U.S. Citizen with required forms of identification
- College degree preferred but not required
- At least 2 years of relevant experience
- Must be 21 years of age or older with clean driving record

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Frequently required to stand, sit, walk, crouch, climb and squat
- Frequently required to walk on uneven or unstable surfaces
- Frequently required to hike or bike 1-4 miles a day
- Frequently required to travel and work remotely
- Frequently required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Frequent exposure to heat and cold
- Frequently required to lift and carry 25lbs

- Occasionally required to hike or bike upwards of 5-10 miles a day
- Occasionally required to lift 50lbs
- Occasionally required to be exposed to wet and/ or humid conditions
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Continually exposed to outside weather conditions
- Willingness to travel (within Eagle County) during work week

BENEFITS:

- Ability to purchase health insurance through the One Valley Health Care Program
- Access to outdoor industry pro deals
- Gas/fuel stipend
- Cell phone stipend

COMPENSATION:

- \$38,000 - \$45,000 - commensurate with experience

TO APPLY:

- Send a resume and letter of interest to: info@vvmta.org

The Vail Valley Mountain Trails Alliance is an equal opportunity employer and welcomes a diverse pool of candidates in this search. This program is available to all without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.