

## Whitefish Legacy Partners



### Position Description

#### Trail Coordinator

### Organization

Whitefish Legacy Partners is a non-profit organization whose community-minded vision is to ensure conservation, recreation, and education on the lands around Whitefish for future generations. We work to leave a lasting legacy for our community that will include a 55-mile natural surface loop trail around Whitefish Lake and permanent conservation and community stewardship of lands for water quality, wildlife, and recreation access. WLP's projects and programs are led by an Executive Director and WLP's volunteer Board of Directors.

### Position

Reporting to, and in partnership with the Program Director (PD), and under the guidance of the Program Manager and Executive Director, the Trail Coordinator (TC) will plan and carry out trail maintenance projects on the 47-mile Whitefish Trail. The TC must be able to work independently to assess trail maintenance needs, perform required work, and to supervise volunteers. When new trail construction projects are underway, TC may work with contracted trail builders to complete new construction projects.

### Responsibilities

- Complete trail condition surveys to identify required maintenance; prioritize work with PM
- Perform trail maintenance both independently and in a team, including clearing down trees, drainage, brushing, and tread work
- Follow industry safety protocols
- Perform trailhead maintenance including restocking restrooms, cleaning, and trash removal as needed
- Perform miscellaneous maintenance projects such as replacing and repairing kiosks and bench and sign maintenance
- Oversee Adopt-A-Trail volunteer crews on spring and fall stewardship days
- Organize and lead community volunteers for community work-days such as National Trails Day
- Act as an ambassador on the trail educating and assisting trail users
- Assist PM in development and maintenance of trail and trailhead infrastructure databases
- Assist WLP staff with fundraising, events, education programming, and nonprofit administration as needed

### Qualifications

- Previous trails experience required, including trail drainage, tread, and chainsaw
- Basic carpentry skills and experience with power tools
- Certifications (Conservation Corps, USFS saw certification, WFR/A) are a plus
- Self-motivated; able to multi-task with excellent attention of detail and deadlines; and can perform successfully without regular supervision

- Ability to learn and use app-based mapping and project management platforms including OnX and Asana
- Reliable transportation is required. Mileage will be reimbursed at the federal rate
- Must be able perform strenuous physical work, lift 50 pounds, and be comfortable hiking with tools and heavy loads

#### Expectations

- This is a  $\frac{3}{4}$  time, year-round position, April – October (40 hrs/wk) and November – March (10-20 hrs/wk)
- \$19-\$23/hour depending on qualifications. The position is anticipated to start February 01, 2023.

#### To Apply

Send resume and cover letter to [heidi@whitefishlegacy.org](mailto:heidi@whitefishlegacy.org). Position is open until filled.