

Position Title: North Coast Stewardship Coordinator
Reports to: Lincoln City to Seaside, OR (negotiable)
Status: Full-time or part-time (negotiable)
Duration: Limited duration June 2021 to June 30th, 2022
(possible extension, based upon funding)
Compensation: \$32,000 annual salary | \$400/month Health Reimbursement Account |
Retirement benefit, employer matching after 1 year | Unlimited Paid Time-off Policy



Role of the North Coast Stewardship Coordinator

Trailkeepers of Oregon is seeking an individual to grow and develop a diverse volunteer base on the northern Oregon Coast. We seek a candidate who can promote stewardship in the region, working with land managers and leading volunteers in protecting and enhancing northern Oregon Coast trails and visitor experiences. The North Coast Stewardship Coordinator will implement a high quality trail maintenance and stewardship program in the region. While the position will assist in projects statewide from time to time, trail stewardship activities will focus primarily from Seaside to Lincoln City and some trail systems within the Coast Range.

The TKO North Coast Stewardship Coordinator has been funded in partnership with Oregon Coast Visitors Association since June 2018 and is a limited term position through June 2022. TKO is willing to consider part-time, seasonal &/or hourly arrangements to select the most qualified candidate. The position has the potential to become a permanent position as additional funding opportunities may allow the successful candidate to continue beyond the initial term. We are seeking a candidate who lives in the northern Oregon Coast region with a flexible workspace/schedule, allowing work from home and reporting directly to the field.

Essential Functions

1. Coordinate and lead volunteers in trail stewardship and outreach activities to be safe, fun and welcoming for anyone to participate.
2. Guide and train volunteer leaders to build capacity for trail work and ambassador activities of the Oregon Coast Trail segments and gaps, as well as other key trails in the Oregon Coast network.
3. Support the TKO leadership staff and land manager partners in assessing and prioritizing current trail development and maintenance needs appropriate for volunteer crew work.

General Responsibilities

Lead Regular Stewardship Events – 70%

- Lead in-person and virtual trail stewardship events 2-4 times per week.
- Oversee TKO interns on trail projects, maintenance priorities and ambassador stations.
- Ensure effective maintenance and management of tools and related equipment/supplies.
- Lead volunteer training for trail building skills, crew leadership and ambassadors to establish a viable program to recruit, train, develop and support new crew leaders and lead ambassadors.
- Work with the TKO staff and land managers to identify and scope potential work including: development of sustainable trail layout, structure design, and maintenance plans.
- Host virtual events as contingencies in the case that in-person activities are restricted due to the COVID-19 pandemic.

Community Outreach Activities – 20%

- Recruit volunteers for stewardship events and other projects.
- Coordinate events and opportunities that encourage TKO members, volunteers, and the hiking community to engage in TKO programs both in-person and virtually.
- Conduct outreach efforts to local businesses, trail clubs, and other like-minded organizations.
- Coordinate outreach with partners and land managers, hosting tables and doing presentations at special events in the local and regional area.

Administrative – 10%

- Meet weekly with TKO staff leadership - mainly virtual meetings, in-person from time to time.
- Maintain event registration and social media presence - posting events and generating storytelling content for stewardship activities and training.
- Maintain project and volunteer reporting to submit to TKO staff and land managers.

Desired Qualifications:

- Demonstrated ability to work with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- Passion for TKO's mission, vision, and values regarding Oregon's special outdoor places.
- Experience recruiting, training, and leading volunteers.
- Skills in trail maintenance and stewardship activities.
- Strong interpersonal skills and desire to ensure a fun, safe, and quality volunteer experience.
- Ability to work independently to plan, prioritize, and organize workload.
- Excellent communication skills (written and oral) and competency in hosting virtual events.
- Use of a personal vehicle with valid driver's license (TKO provides mileage reimbursement) and use of a personal computer.

Steps to apply, include the following in the Google Form link below:

- Resume - please include professional, educational and volunteer experience
- List of at least 3 references
- 1-Page Letter of Interest, please include the following:
 - TKO is dedicated to improving our diversity, equity and inclusion and needs staff, volunteers and supporters that recognize the importance of safe access to the outdoors. Please share your philosophy around outdoor access and how you make all people feel welcome and safe at a volunteer event?
 - 2020 has taught us that we must be able to shift from one set of urgent and important priorities to another. What experiences and attributes do you have in accepting and adapting to changing work priorities?
 - TKO's supporters and volunteers are our greatest asset. What do you appreciate about the role TKO plays in protecting and enhancing the Oregon hiking experience and why do you think those people are at the center of that investment?
- Submit these items to the Google Form [HERE](#)

Timeline:

- April 15th - Job posted and review resumes on a rolling basis, invite candidates to interview
- Early May - First round of interviews, reference checks
- Position begins when the best candidate is found, ideally no later than June 2020

This is an at-will position, the purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended to reflect changing timelines and adjusted funding.