

SANTA FE CONSERVATION TRUST

Job Description for Santa Fe Volunteer Trail Coordinator

November 27, 2013

Essential Job Functions

- Manage the City of Santa Fe Volunteer Trail services contract under the supervision of the Executive Director.
- Establish and implement a “needs assessment” for stewardship purposes of the official natural surface trails within the limits of the City of Santa Fe
- Recruit, train and manage a volunteer team of regular trail stewards
- Assess and set priorities as to which trails need maintenance
- Organize, publicize and manage at least four major and several minor “work events” each year
- Act as the SFCT liaison and coordinate with City officials and departments to deliver services
- Coordinate with local interest groups (Trails Alliance, Fat Tire Society, Sierra Club, etc) to optimize trail stewardship and involvement
- Provide monthly progress reports of all trail stewardship activity
- Conduct public outreach activities to promote the City of Santa Fe Trails System.

Desirables

- Bachelor's degree with a minimum of two years' experience in trail stewardship activities.
- Familiarity with word processing, spreadsheet, database, email, and other office software; knowledge of Acrobat, ArcInfo and/or web design software a plus.
- Strong interpersonal, organizational, multi-tasking, negotiation and analytical skills with the ability to work independently within a team.
- Maturity, self-confidence, humor, flexibility, interest in acquiring new skills, professional manner, cultural sensitivity, and a friendly, problem-solving personality.
- Experience leading groups of volunteers
- Advanced first-aid certification
- Licensed to operate a motor vehicle and experience in using a variety of common trail building and maintenance tools
- Excellent spoken and written communication skills, including spelling, punctuation and grammar; excellent attention to detail. Spanish skills a plus.
- A track record of integrity, honesty, reliability and performance.
- Genuine interest in issues related to land stewardship and trails; previous non-profit experience, particularly in the environmental field, a plus.
- A desire to join a supportive, dedicated, high-output, fun-loving team of professionals.
- Must be available for evening meetings and weekend events.

Compensation

Note: This position is fully funded by a contract from the City of Santa Fe, and as such the position's permanence is dependent on the continuation of this contract.

Part-time position with opportunity for growth. Pay range \$18 to \$23 per hour commensurate with experience. Health insurance, paid leave and professional development training available. Please email resume and cover letter to Charlie O'Leary at Charlie@sfct.org by, December 15th 2013.

About Us

The Santa Fe Conservation Trust is a non-profit organization dedicated to preserving northern New Mexico's open scenic lands, wildlife habitats, rivers, and streams; its ranches, farms and the traditional landscapes of our unique cultures; and to the creation of recreational trails linking New Mexico's people to the land. Now in our twentieth year, we've protected over 34,000 acres and have overseen the creation of more than a hundred miles of public trails in and around Santa Fe, San Miguel, and Rio Arriba counties. We are supported by gifts from members, foundations, and people who love the land. Visit us at www.sfct.org