

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 Executive Director, the Trail Coordinator (TC) will plan and carry out trail maintenance projects on the 42-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 the TC may work with contracted trail builders. For the right candidate there are also opportunities for the TC to assist with nonprofit administration and fundraising duties.

Responsibilities

- Complete trail condition surveys to identify and prioritize needed maintenance
- Perform trail maintenance both independently and in a team, including clearing down trees, drainage and tread work
- Follow industry safety protocols
- Perform trailhead maintenance including cleaning and restocking restrooms and emptying trash as needed
- Perform miscellaneous maintenance projects such as staining benches and installing signs
- Oversee Adopt-A-Trail volunteer crews on spring and fall stewardship days
- 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 WLP staff with fundraising and nonprofit administration tasks as needed

Qualifications

- Previous trails experience is required, including trail drainage, tread, and chainsaw
- 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
- The majority of work can be completed with a flexible schedule, though the TC must be able to schedule volunteer work days ahead of time

- Must be able perform strenuous physical work, lift 50 pounds, and be comfortable hiking with tools and heavy loads

Expectations

- This is a part-time seasonal position @ ~32 hours/week May through August at \$17/hour. Start/end dates, weekly schedule, and exact hours are negotiable with the goal of finding the right candidate and completing specific projects.

To Apply

Send resume and cover letter to info@whitefishlegacy.org. Position is open until filled.