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Program Coordinator (New Jersey)

Position Summary

The New Jersey Program Coordinator serves as the Trail Conference's primary staff representative in the state of New Jersey (primarily from the Delaware Water Gap National Recreation Area and Route 78 to the NY border). It is important for the person in this position to work with partners and volunteer leaders within the region to establish priorities in order to accomplish broad overall goals for the trail system. As a part of this process, the following activities will be required.

Partnerships

Further meaningful, concrete working relationships with agency partners at the municipal, county state and federal level and engage in planning processes of key relevance to trail users. Expand and support regular means of communication and planning with partners, volunteer and non-governmental organizations.

Volunteer Development

Pursue new sources of volunteer workforce to integrate with existing volunteers and focus their involvement by addressing training and resource needs in key project areas. The program coordinator also cultivates potential volunteer leaders and familiarizes them with central staff support and trail management responsibilities.

Trail Development & Management

The program coordinator works with volunteers and their agency partners to upgrade trails throughout the region. The regional coordinator identifies training and recruitment needs by organizing and managing workshops, events, and communications.

Trail Protection

Work with agency staff and volunteers to review open space policy and recreational access for the region, protect open space and high quality trail experiences through advocacy and acquisitions.

Resource Development

The program coordinator seeks out and develops sources for funding of regional projects and programs in coordination with the Trails Council, Trail Conference central office staff and volunteers. This includes general outreach and recruiting volunteers and members as well as cultivating support from land managers, municipalities and other interested parties.

Information

The program coordinator is expected to serve as the primary clearinghouse for information about Trail Conference-maintained trails in the region and to develop a regional communications plan.

Experience Required

- Bachelor's degree or equivalent experience.
- Minimum of two years of relevant professional experience or five years of substantial volunteer experience.
- Experience working with volunteer, field staff, agency personnel, contractors, recreational users and other stakeholders.
- Must be a self-starter, able to prioritize, to handle multiple tasks and projects across a diverse region, use good judgment and offer recommendations to solve problems.
- Ability and willingness to travel and work a variable schedule including evenings and weekends.
- Proficient using Microsoft Office.
- The ability to hike on backcountry trails and perform physical trail work and travel off trail when scouting or planning trail routes.
- Ability to work alongside volunteers using a variety of trail tools
- Valid driver's license and insurance.
- Reside within commuting distance of Mahwah, NJ.

Desirable Qualifications

- Trail design, construction and maintenance skills.
- Experience in recruiting, training and managing volunteers.
- Experience in community organizing and advocacy
- Familiarity with land use regulations and procedures.
- Certification and/or proficiency in technical skills such chainsaw operation, wilderness medical training and GIS
- Experience working with youth and/or in trail or environmental work, environmental education, backcountry travel or service learning.
- Success in supervising permanent and seasonal employees.
- Experience in natural resource management, outdoor recreation, landscape design, planning, public administration, environmental education or related field

Supervision and Work Environment

The Program Coordinator works under the direct supervision of the Trail Conference Deputy Executive Director; however he or she is expected to prioritize his or her work to meet the day-to-day demands and ongoing assignments. The New Jersey Program Coordinator is expected to communicate regularly on work projects and seek advice on new or controversial aspects of the work. The Trail Conference fosters a collegial work environment within a management team that includes volunteers and staff, as well as our partners. Travel throughout the region and an irregular work schedule that includes weekend and evenings is a regular part of the position.

Application

To apply, please submit all of the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org: All application materials will be kept confidential.

1. A resume
2. A cover letter addressing why you are interested in this position.
3. Your salary requirements or history

The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. **No calls please.** Check the <http://www.nynjtc.org/job-openings> job posting to determine if the position is filled.