



# JOB ANNOUNCEMENT

February 1, 2019

## SEEKING TALENTED TRAIL WORK LEADERS

The Pacific Crest Trail Association, headquartered in Sacramento, California is dedicated to protecting, preserving and promoting the Pacific Crest National Scenic Trail. The following staff position is currently open:

### **One position to be filled** **Assistant Trail Crew Leader – Week of June 20 to September 25, Southern Washington and Oregon**

Co-lead a premier volunteer-based trail crew programs on the spectacular Pacific Crest National Scenic Trail. This is a great career-building opportunity for rising professionals.

In this position, you will have the opportunity to:

- Work with and supervise volunteer trail crews while teaching trail maintenance skills
- Coordinate and oversee projects on the Pacific Crest Trail
- Spend time outdoors and on the trail

This is a full-time seasonal staff position working on week-long trail projects. Weekly compensation will average between \$600-800. Housing options are available. Dependable personal transportation is recommended; mileage is reimbursed.

We are seeking applicants with:

- Minimum of two years of relevant professional experience or five years of substantial volunteer experience
- Experience in training, managing, and leading volunteer trail crews
- Trail design, construction, and maintenance skills
- Familiarity with menu planning and cooking for groups in backcountry settings
- Backcountry living and Leave No Trace skills
- Excellent organizational skills
- Ability and willingness to travel on the PCT in remote, backcountry locations, requiring several days of backcountry travel and living
- Ability to physically perform trail work
- Excellent written and verbal communications skills
- Ability to work independently and with a team
- Good interpersonal and relationship-building skills
- Wilderness first aid and CPR certifications
- Crosscut and/or chain saw certification

Apply by February 28, 2019. Please e-mail resume, list of three references and letter of interest detailing applicable qualifications to Hiring Team at [hr@pcta.org](mailto:hr@pcta.org) with the subject "Assistant Crew Leader." All attachments must include applicant's last name on the file name. Additional information on this position and Pacific Crest Trail Association are online at [www.pcta.org](http://www.pcta.org). For questions, contact Dana Hendricks at 541-244-9133.

*Pacific Crest Trail Association is an Equal Opportunity Provider.*



Revision Date: January 15, 2019

**Job Title:** Assistant Trail Crew Leader  
**Supervisor:** Regional Representative  
**F.L.S.A.:** Non-exempt

---

**Summary** – Full-time seasonal employees will work with volunteer trail crews, assisting a Crew Leader in overseeing trail maintenance and reconstruction projects on the ground in a variety of locations along the PCT. Crews of up to 12 people typically work multi-day projects in remote settings. Some projects are organized as one-day trips.

This position requires good trail maintenance, rehabilitation and construction skills, and the ability to communicate with, organize, and teach a variety of people.

**Essential job functions are to assist a Crew Leader with the following:**

- Oversee trail projects in the backcountry or frontcountry
- Coordinate project logistics with agency partners such as the U.S. Forest Service, Park Service, or BLM
- Prepare project work for the crew
- Manage base camp and trail project logistics
- Train and supervise volunteers in trail maintenance, rehabilitation, and construction skills
- Ensure all work meets PCTA and agency standards
- Create a crew environment conducive to positive volunteer morale and satisfaction
- Maintain tools and crew gear
- Prepare emergency communication plans and complete project reports

**Potential job functions and tasks, depending on location and program:**

- Plan menus and buy food for up to 12 people
- Oversee base camp chore rotation
- Organize crew supplies into loads for transport by pack animals

**Education and Training:**

- High school diploma
- Some college experience preferred

**Experience and Qualifications:**

- Minimum of one year of relevant professional experience or two years of substantial volunteer experience
- Experience in training, managing, and leading people
- Backcountry living and Leave No Trace skills
- Excellent organizational skills



## **Assistant Trail Crew Leader continued**

---

- Ability and willingness to travel on the PCT in remote, backcountry locations, requiring several days of backcountry travel and living
- Ability to physically perform trail work
- Excellent written and verbal communications skills
- Ability to work independently and with a team
- Good interpersonal and relationship-building skills
- Minimum basic first aid and CPR certifications, wilderness first aid preferred

### **Desirable**

- Additional professional or volunteer experience in areas relating to the position
- Familiarity with menu planning and cooking for groups
- Certification and/or proficiency in technical trail construction skills such as chain saw and crosscut saw operation, wilderness medical training, winch use and rigging, stock packing, etc.
- Experience working with youth in trail or environmental work, environmental education, backcountry travel or service learning
- Experience in adult training or education

### **Physical Requirements:**

- Must be able to hike and camp in the backcountry for up to several days at a time at various elevations
- Must be able to perform physical trail maintenance tasks alongside volunteers using a variety of trail tools

### **Typical Working Conditions:**

The Assistant Trail Crew Leader works in collaboration with the Trail Crew Leader and under the supervision of the Regional Representative in the project area. Dependable personal transportation is recommended and mileage is reimbursed.

### **Equipment Used:**

- Hand tools such as Pulaskis, McLeods, pick mattocks, rock bars, sledge hammers, shovels, and crosscut saws
- Advanced tools such as chain saws, brush saws, pionjars, boulder busters, and grip hoist systems
- Computer for email, forms, and reports
- Mobile phone, radio, and satellite communication device

### **Disclaimer**



**Pacific Crest Trail  
Association**

**Assistant Trail Crew Leader continued**

---

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance \_\_\_\_\_ Date \_\_\_\_\_