



Pacific Crest Trail Association

JOB ANNOUNCEMENT

September 9, 2021

Open Position: **Volunteer Training Coordinator**

The Volunteer Training Coordinator is a hands-on role, primarily responsible for overseeing PCTA's Trail Skills College program, including technical trail skills, crew leadership, saw training and certifications, and first aid and CPR. This position works in partnership with all PCTA program staff in the training needs for volunteers and supports programs focused on growing PCTA's volunteer program and developing a racially diverse, inclusive and equitable volunteer community.

This is a full-time position currently funded for three years.

See full job description on our [website](https://www.pcta.org/about-us/jobs/) at: <https://www.pcta.org/about-us/jobs/>

What Makes You a Great Fit for this Position?

- Minimum of three years of relevant experience
- Commitment to equity, diversity, and inclusion values
- Training, managing, and leading trail crews
- Excellent trail design, construction, and maintenance skills
- Experience developing education and training material
- Proven experience working with volunteers
- Excellent written and verbal communication skills
- Excellent organizational and analytical skills
- Strong time and project management and coordination skills
- Attention to detail
- Goal-oriented individual with proven ability to meet deadlines
- Ability to prioritize, self-direct workflow, and manage multiple projects at once
- Team player that interacts well with a broad range of people of all levels within and outside the organization
- Proficiency using a computer, Microsoft Office, Outlook, and databases; comfortable learning new technology systems as needed
- Comfort with hosting video conference meetings and trainings
- Possess a valid driver's license, excellent motor vehicle record, and be able to drive vehicles
- Ability to work evenings and weekends

About the Pacific Crest Trail and the PCTA:

The Pacific Crest Trail (PCT) spans 2,650 miles from Mexico to Canada through California, Oregon, and Washington. One of America's National Scenic Trails, the PCT reveals the beauty of the desert, the glaciated expanses of the Sierra Nevada, and the deep forests and commanding vistas of the Cascade Range. Untold thousands of hikers and equestrians enjoy this international treasure each year. Some only travel a few miles, while others complete every mile in a single season.

The mission of the PCTA is to protect, preserve and promote the Pacific Crest National Scenic Trail as a world-class experience for hikers and equestrians, and for all the values provided by



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wild and scenic lands. PCTA's many stakeholders include hikers, equestrians, volunteers, members, donors, trail communities, public land managers, and many other partners. Our dedicated team includes 27 staff members and 12 current board members. Our organizational values include:

- **The Passion and Leadership of People** – Passion for the trail experience continues to spread, inspiring remarkable contributions from our volunteer leaders, staff, partners, and the rest of the PCT community.
- **Collaboration** – Internally, we are a highly collaborative and mutually-supportive team. Externally, we are committed to mutual trust and respect with our partners. We resolve differences when they may emerge with respect and civility.
- **Integrity** – Our success and reputation depend on our integrity as an organization. Therefore we use consistent, reliable decision-making to guide our efforts. We apply common sense and good judgment to our work, and recognize our essential responsibility to use contributions and resources to best support the trail.
- **Stewardship and Philanthropy** – We could not achieve our mission without the generosity, commitment and philanthropic support of our volunteers, members and donors who share these values.
- **Diversity, Equity, and Inclusion** – PCTA acknowledges systemic racism and other social injustices and their impact on the PCT community. We have begun the journey of understanding racism and injustice and their impacts on people of color and others. We are committed to making change within our organization and to supporting change within the PCT community towards a more just and equitable future.

PCTA will also be updating our mission, vision, and values in 2022.

Typical Working Conditions and Travel:

The Volunteer Training Coordinator position is eligible for remote work at a location on the West Coast near a major airport. They are expected to prioritize their work to meet the day-to-day demands and ongoing assignments. In addition, they are expected to communicate regularly on work projects. Most duties will be performed in the office, with regular travel for training events and meetings. PCTA covers travel expenses.

Salary and Benefits:

The salary range is \$44,000 to \$66,000. Starting salary is dependent on the level of experience.

Benefits include paid holidays, vacation, and sick time, health, dental, vision, life, and long-term disability. Eligible for 401(k) plan after one year of employment.

Eligibility Requirements:

The new hire process includes conducting a **criminal history record check** after a conditional offer is made to the candidate. If there are convictions on the report, PCTA conducts an individualized assessment as to whether any convictions have a direct and adverse relationship with the specific job duties of the position. PCTA will consider the offense, how long it's been since the applicant committed the offense and the nature of the job the applicant is applying for.

To Apply:

The deadline to apply is **September 29**. E-mail resume, letter of interest, and list of three references to hr@pcta.org with the subject line **"Volunteer Training Coordinator."** Please include your name in each document (i.e., "jsmith resume," "jsmith references"). Interviews will



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be held on October 26 and 27 with a negotiable start date. A full job description for this position and more information about Pacific Crest Trail Association at www.pcta.org. For questions, contact Jennifer Tripp at (916) 285-1853.

PCTA is an equal opportunity provider.

Revision Date: September 9, 2021
Job Title: Volunteer Training Coordinator
Supervisor: Volunteer Programs Manager
F.L.S.A.: Non-exempt



Summary: The Volunteer Training Coordinator is a hands-on role, primarily responsible for overseeing PCTA's Trail Skills College program, including technical trail skills, crew leadership, saw training and certifications, and first aid and CPR. This position works in partnership with all PCTA program staff in the training needs for volunteers and supports programs focused on growing PCTA's volunteer program and developing a racially diverse, inclusive and equitable volunteer community.

The Volunteer Training Coordinator is a full-time position currently funded for three years.

Essential Job Functions and Tasks:

- Coordinate with program staff, agency and non-profit partners, local planning committees, and volunteer leaders to implement a trailwide Trail Skills College training program of virtual and in-person events. Ensure offerings that effectively support PCTA volunteer program expansion.
- Support a range of training events, including established volunteer-led training weekends and certification events, and new Trail Skills College trainings.
- Organize all Trail Skills College and educational volunteer programs messaging, including pre-and-post event communications, webpages, safety alerts, regular contributions to e-newsletters, and social media.
- Coordinate all Trail Skills College curricula and other supporting materials, including adding new courses, assessing and revising as needed with internal and external experts.
- Coordinate the development of diversity, equity, and inclusion training for volunteers
- Manage accurate data, records, reports, registration, and certifications for all Trail Skills College events.
- Consistently evaluate the current training program, continually improve teaching methods, and strategically implement new technology options to keep all programmatic offerings and materials accurate and effective.
- Support PCTA's saw training program and participate in the Education and Sustaining the Instructor Pool teams.
- Instruct, manage event-related logistical support, and provide staff representation at Trail Skills Colleges and other events as needed.
- Work with PCTA staff to identify, recruit, and support volunteers who have the passion and skills to pursue leadership positions. Support efforts to build qualified, effective volunteer instructor capacity to help train increasingly more volunteers trailwide.
- Lead or assist with events and volunteer meetings.
- Provide administrative support (data entry, report preparation, and mailings) for various assigned committees, project teams, and projects.
- Performs related duties as required to support and strengthen the mission and purpose of PCTA.



Volunteer Training Coordinator, continued

Education and Training:

- Minimum of three years of relevant experience

Experience and Qualifications:

Required

- Commitment to equity, diversity, and inclusion values
- Training, managing, and leading trail crews
- Excellent trail design, construction, and maintenance skills
- Experience developing education and training material
- Proven experience working with volunteers
- Excellent written and verbal communication skills
- Excellent organizational and analytical skills
- Strong time and project management and coordination skills
- Attention to detail
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- Ability to prioritize, self-direct workflow, and manage multiple projects at once
- Team player that interacts well with a broad range of people of all levels within and outside the organization
- Proficiency using a computer, Microsoft Office, Outlook, and databases; comfortable learning new technology systems as needed
- Comfort with hosting video conference meetings and trainings
- Possess a valid driver's license, excellent motor vehicle record, and be able to drive vehicles
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Desirable

- Knowledge of U.S. Forest Service sawyer training and certification program
- Proficiency in technical trail skills such as rigging, stock packing, etc.
- Wilderness medical training
- Cloud-based computing (Box, Salesforce)
- Adobe Creative Cloud

Physical Requirements:

- Comfort working in front country settings, at high elevations, and in inclement weather
- Ability to lift 25 pounds
- Ability to travel, including hiking
- Ability to perform manual trail work
- Ability to work at a computer for several hours at a time



Volunteer Training Coordinator, continued

Typical Working Conditions and Travel:

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Equipment Used:

- Typical office equipment including laptop computer, necessary computer peripherals, and other standard office equipment.
- Standard trail tools including hand tools such as Pulaskis, McLeods, pick mattocks, rock bars, sledgehammers, and shovels
- Advanced tools including crosscut and chain saws, brush saws, and rigging systems

Disclaimer:

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 typical responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____