



Heart Lake Program Center  
1002 Adirondack Loj Road  
Lake Placid, NY  
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## **TRAILS VOLUNTEER COORDINATOR**

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

### **POSITION SUMMARY**

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ADK's Trails Department was founded in 1979 as NYS's premiere wilderness trail work program. For over 40 years, our trail program has been building and maintaining hiking, biking and ski trails throughout the Adirondacks and Catskills using primarily hand tools and human power.

The Trails Volunteer Coordinator is responsible for overseeing the operation of the Trails Department volunteer programs, including the Supervised Volunteer Trail Crews, the Adopt-a-Lean-to Program, and the Trail Steward Program. Working with the Trails Manager, the Trails Volunteer Coordinator will develop volunteer trail work projects and events. The Trail Volunteer Coordinator will be responsible for coordinating communicating on, organizing, and managing the volunteer programs.

### **KEY RESPONSIBILITIES**

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#### **Volunteer Program Coordination & Management – 50%**

- Coordinate the application, onboarding, training, and work reporting of volunteer lean-to adopters and trail stewards.
- Ensure trail volunteer onboarding, training, and experience is consistent with ADK's other volunteer programs.
- Assist the Trails Manager in hiring, onboarding, and training seasonal Volunteer Trail Crew Leaders.
- Weekly meetings with Volunteer Trail Crew Leaders. Communicate project details and volunteer information to crew leaders.
- Oversee Trails Department scholarship applications, select and notify awardees.
- Plan and organize volunteer trail events like National Trail Day, Fall Trails Day, and Spring Patrols.
- Communicate with Volunteer Trail Crew Leaders, volunteers, partner organizations, other ADK staff about volunteer project logistics and details.
- Support volunteer crews with accurate project information, permits and paperwork from DEC. Ensure that DEC's rules and regulations are strictly met by all crews.
- Promote the maintenance and care of tools, equipment, and trails facilities.

- Work with the Trails Manager to support ADK chapter trail programs by providing workshops, lectures, consulting and general information, and work with the development department to help identify funding for the program.

### **Administration – 50%**

- Maintain up-to-date records in the volunteer database. Track, thank and recognize dedicated volunteers for their work.
- Work with the Trails Manager to identify and plan volunteer trail work projects, including scouting current and future projects.
- Coordinate the promotion, enrollment, paperwork and follow up involved with the supervised volunteer trail work projects.
- Operate within annual budgets, maintain a cost-effective program within budgetary requirements.
- Perform administrative duties to include work reports, payroll and updating/ developing manuals and databases as needed; in addition to special projects as assigned.
- Supplemental duties/responsibilities to support other ADK operations/functions as requested.

## **QUALIFICATIONS**

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### Basic:

- A passion for outdoor education and a commitment to the mission, values, and vision of the Adirondack Mountain Club.
- Self-driven and comfortable working both independently and with a team.
- Strong organizational skills and attention to detail to manage projects.
- Must be at a minimum 21 years of age.
- Valid driver's license and ability to drive a truck or van with a trailer on highways and dirt roads.
- Must be able to pass a background check upon offer.
- High level of physical fitness. Ability to carry heavy loads (50 lbs.) over varied terrain for three miles.
- Four years minimum experience in sustainable trail construction and maintenance.
- Three years minimum experience supervising or managing volunteers.
- Demonstrated leadership and project management experience.
- Strong organizational, communication and interpersonal skills.

### Preferred:

- Current Wilderness First Aid or Responder certification.
- Certified in Game of Logging Levels 1 and 2 or United States Forest Service A Sawyer.
- Experience with GIS.

## **BENEFITS AND COMPENSATION**

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Reports to: Trails Manager, Deputy Executive Director

Supervises: Volunteer Trail Crew Leader(s); Trails Department volunteers

Classification: Full-time, Non-exempt

Dates: Starting January/February 2024

Salary/Wage: \$41,600

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental; free ADK workshops, discounts on store merchandise and rental equipment.

## **ORGANIZATIONAL STATEMENT**

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As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.