



TRAILS MANAGER

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

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 Manager leads the Trails Department, providing vision for both the professional and volunteer programs, including the Supervised Volunteer Trail Crews, the Adopt-a-Lean-to Program, and the Trail Steward Program. The Trails Manager supervises members of the Professional Trail Crew and the Trails Volunteer Coordinator to continue ADK's commitment to building and maintaining sustainable trails.

KEY RESPONSIBILITIES

Professional Trail Crew Management – 50%

- Work with partners, including the DEC, land trusts, municipalities, and others to identify potential trail projects, develop proposals, work plans, and secure permits.
- Scout projects, provide information for DEC work plan development, and provide plans and resources necessary for the completion of projects by the professional trail crew.
- Responsible for the operations and long-term development of the professional trail crew, including recruiting, training, and on-going communication.
- Oversee the purchase of tools and equipment for all field programs and provide secure storage and maintenance. Ensure the appropriate care of facilities, including cabin.
- Document and publicize ADK field program accomplishments and produce an annual report for submission to DEC, sponsors and membership.

Administration – 50%

- Provide information for grant requests and reporting
- Main point of contact for DEC on VSAs
- Serve as ADK's resource on backcountry stewardship, suggestions on positions on backcountry management, developing a trails manual, maintaining trails on ADK property, and supporting the work of the Trails Committee.
- Supervise and support Trails Volunteer Coordinator in development and administration of ADK's volunteer trails programs
- 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

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/managing.
- 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

Reports to: Deputy Executive Director

Supervises: Volunteer Trail Coordinator, Pro Crew Boss, Pro Crew

Classification: Full-time, non-exempt

Start Date: Immediately upon hire

Salary/Wage: \$21.50/hour, \$ 44,720

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

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.