

## 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 chapters to inspire people to enjoy the outdoors ethically.

### POSITION SUMMARY

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ADK's Trails Program was founded in 1979 as New York State's premiere wilderness trail work program. For over forty years, our trails 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 provides a vision for the professional trails program and supervises members of the Professional Trail Crew. These efforts continue ADK's commitment to building and maintaining sustainable trails and developing the next generation of skilled trail builders.

### KEY RESPONSIBILITIES

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#### Professional Trail Crew Management – 50%

- Work with partners, including the DEC, land trusts, municipalities, and others to identify potential trail projects.
- Scout projects, provide information for the land manager's work plan development, and provide plans and resources necessary for the completion of projects by the professional trail crew. Ensure that DEC's rules and regulations are strictly met by all crews. Communicate with DEC and other land managers on future and current projects and provide project completion data.
- Responsible for the operations and long-term development of the professional trail crew, including recruiting, onboarding, training, supervision, and on-going communication.
- Weekly meetings with professional crew members and field check-ins. Communicate project details to the crew members and crew leaders. Coordinate with Food Coordinator on staff meals.
- Train, mentor, and supervise competent and professional Pro Crew Leaders. Work to develop Professional Crew Leaders' skillsets.
- Oversee the purchase of tools and equipment for all trails programs and provide secure storage and maintenance. Ensure the appropriate care of facilities, including vehicles and cabin.
- Leads crews in the field when necessary.

#### Administration – 50%

- Provide information for grant requests, reporting, and assist with contract bids.
- Serve as ADK's resource on backcountry stewardship, suggestions on positions on backcountry management, developing a trails manual, and maintaining trails on ADK property.
- Support the Trails Volunteer Coordinator with trail projects for 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.
- Document and publicize ADK trails program accomplishments and produce an annual report for submission to DEC, sponsors, and membership.
- Work with the Stewardship Director and Trails Volunteer Coordinator to support ADK chapter trail programs by providing workshops, lectures, consulting, and general information.
- 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 or more.
- 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 Wilderness First 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: Stewardship Director

Supervises: Professional Trail Crew Leaders, Professional Trail Crew

Classification: Full-time, non-exempt

Start Date: March 2, 2026

Salary/Wage: \$28.00–30.00/hour (\$58,240.00–62,400.00)

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental; paid certification in Wilderness First Responder (WFR); Leave No Trace Level 2 workshop; 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.