

Position Title: South Coast Stewardship Coordinator
Reports to: Reedsport to Brookings, OR (negotiable)
Status: Salaried, full-time (non-exempt)
Duration: Limited duration March 2022 to December 2022
(possible extension, based upon funding)
Compensation: \$40,000 annual salary (40 hours/week) | \$400/month Health
Reimbursement Account | Retirement benefit, employer matching after 1 year |
Unlimited Paid Time-off Policy



Role of the South Coast Stewardship Coordinator

Trailkeepers of Oregon is seeking an individual to grow and develop a diverse volunteer base on the southern Oregon Coast. The successful candidate will effectively collaborate with land managers, community partners, and volunteers to support our programming in the region. Field activities will focus primarily from Waldport to Brookings, with occasional travel to support statewide programming. We seek a candidate who lives in the southern Oregon Coast region with a flexible workspace/schedule that allows them to work from home and report directly to the field.

This position has been funded in partnership with Oregon Coast Visitors Association since January 2020 and is a limited term position through December 2022. The position has the potential to become permanent if additional funding is acquired.

Essential Functions

1. Coordinate and lead volunteers in trail stewardship, ambassador, and outreach activities that are safe, fun, and welcoming for all participants.
2. Build volunteer leadership capacity for trail stewardship and ambassador activities through recruitment and training programming.
3. Support TKO leadership staff and land manager partners in identifying trail development and maintenance projects and allocating resources to them.

General Responsibilities

Coordinate and Lead Stewardship Events – 60%

- Coordinate/lead on-trail stewardship events 2-3 times per week.
- Coordinate/lead Trail Ambassador events 1-2 times per week.
- Coordinate/lead volunteer training events 1-2 times per month.
- Coordinate/lead multi-day service trips and/or volunteer vacations, 2-3 times per year.
- Support fellow staff in leading multi-day training event series 3-4 times per year.
- Assess trail maintenance needs and develop stewardship plans with TKO staff and land manager partners.
- Support and guide TKO interns' work on trail projects and the Trail Ambassador program.
- Host virtual engagement events if in-person activities are limited due to safety concerns.
- Maintain and manage TKO trail tools and supplies.
- Maintain event registrations and submit event reports.

Community Engagement Activities – 30%

- Recruit volunteers and supporters through hosting and participating in community outreach events (e.g., tabling, forums, committees, conferences, etc.)
- Partner with fellow staff to publicize events and maintain an active social media presence.
- Develop partnerships with local businesses, trail clubs, and other like-minded organizations.

Administrative – 10%

- Communicate regularly with the staff team through weekly Zoom meetings and Slack channels.
- Virtually work with fellow staff to support position duties and goals.

Desired Qualifications†:

- Strong interpersonal skills and desire to ensure a safe, fun, and quality volunteer experience.
- Demonstrated ability to work with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- Passion for TKO's mission, vision, and values.
- Experience recruiting, training, and leading volunteers.
- Solid understanding of basic trail construction and maintenance techniques.
- Ability to work independently to plan, prioritize, and organize workload.
- Excellent communication skills (written and oral) and experience hosting virtual events.
- Ability to travel periodically to support state-wide stewardship efforts.
- Reliable vehicle with valid driver's license (TKO provides mileage reimbursement) and use of a personal computer.

† Formal education is not required for this role. However, a strongly aligned skillset is. Please take care to write a letter of interest that concisely explains why you're right for this role.

Steps to apply, include the following in the Google Form link below:

- Resume - please include professional, educational, and volunteer experience
- List of at least 3 references
- 1-Page Letter of Interest, please include the following:
 - TKO is dedicated to diversity, equity, and inclusion in our programming and needs staff, volunteers, and supporters that recognize the importance of safe access to the outdoors. How would you make people feel welcome and safe at a volunteer event?
 - The COVID-19 global pandemic has taught us that we must be able to shift from one set of urgent and important priorities to another. What personal attributes and life experience learnings enable you to accept and adapt to changing work priorities?
 - The heart of TKO's programming is our community of enthusiastic volunteers and supporters. How would you, in the role of coordinator, elevate and celebrate the efforts and investment of our diverse community?
- Submit these items to the Google Form [HERE](#)

Timeline:

- February 25th - Job posted and resumes reviewed on a rolling basis; candidates invited to interview
- Mid-March - First round of interviews; reference checks
- Position begins when the best candidate is found – ideally no later than April 15th.

The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights, or obligations. Successful candidates must be willing to submit to a background & criminal history check. This position description may be amended.