

Position Title: West Cascades Stewardship Coordinator  
Reports to: Remote, Sandy, OR - Zigzag, OR  
Status: Hourly, full-time (non-exempt)  
Duration: 6 months, limited duration (extension based on 2024 funding)  
Compensation: 40 hours/week, \$19.23 - \$22.59 Hourly | \$485.50/month Health Reimbursement Account | Eligible Paid Time-off & Paid Holidays | Retirement benefit, employer matching after 1000 hours or 1 year



### ***Role of the Mt. Hood Stewardship Coordinator***

Trailkeepers of Oregon's mission is to protect and enhance the Oregon hiking experience through stewardship, advocacy, outreach, and education. We are seeking an individual to grow and develop a diverse volunteer base in the Mount Hood and northern Willamette Valley regions. The successful candidate will effectively collaborate with land managers, community partners, and volunteers to support our programming in the region east of Portland, the southside of Mount Hood National Forest and down to the Santiam corridor east of Salem.

The Mt. Hood Stewardship Coordinator's primary responsibilities will be to guide volunteer crews in deferred trail maintenance and wildfire recovery while supporting TKO's growing USDA Saw Certification program and Mt. Hood Stewardship Training Center. TKO seeks a candidate who either has, or can attain through ongoing mentorship, a "B" Evaluator to best accomplish program goals and facilitate training needs for TKO and the Mt. Hood Stewardship Center ([Reference FSM 2358](#)). We seek a candidate who resides east of Portland toward Mount Hood with a flexible workspace/schedule that allows them to work from home and report directly to the field.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity. We are committed to building a team that represents our communities' backgrounds. If this role sounds exciting to you, we want to hear from you!

### ***Essential Functions***

1. Coordinate and lead volunteers in trail stewardship and ambassador activities that are safe, fun, and welcoming for all participants.
2. Build volunteer leadership capacity for trail stewardship and ambassador activities through recruitment and volunteer crew leader development.
3. Support Trailkeepers University training programs for event logistics and administration, specifically for TKO's growing USDA Saw Certification program.

### ***Desired Qualifications<sup>†</sup>:***

- Passion for TKO's mission, vision, and values 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.
- Experience recruiting, training, and leading volunteers in outdoor activities.
- At least one season of experience in basic trail construction and maintenance techniques.
- Current certification of, or requisite experience and skill level to attain, a minimum "B" sawyer certification.
- Current certification of, or to attain, CPR & First Aid certification.
- Ability to work independently to plan, prioritize, and organize events.
- 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.

*<sup>†</sup> 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.*

## **General Responsibilities**

### *Coordinate and Lead Stewardship Events – 60%*

- Coordinate and/or lead on-trail stewardship events 2-3 times per week specifically for deferred maintenance and wildfire restoration projects.
- Coordinate and support TKO training events 2-4 times per month, specifically for TKO's Saw School, National Forest Saw Program ([Reference FSM 2358](#)).
- Coordinate and/or lead multi-day service trips and/or volunteer vacations, 2-4 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 stewardship, reach projects in Mt. Hood/Willamette Valley and other program initiatives such as the Trail Ambassadors.
- Maintain and manage TKO trail tools and supplies.
- Create event postings, maintain event registrations, and submit event reports.

### *Community Engagement Activities – 20%*

- 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 – 20%*

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

## **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.
    - Based on your past experience, share a specific example of how you as a group leader have led programming so as to ensure staff and volunteers feel welcome and safe.
    - How would you, in the role of coordinator, elevate and celebrate the efforts and investment of our diverse community?
  - In stewardship work across the board, and in saw work in particular, ego can have a major effect on group dynamics and the ability for individuals to feel both physically and emotionally safe. Please share your approach to identifying and managing these situations when they arise, preferably using an example from a time when you have had to manage a challenging volunteer or participant.
  - At the forefront of TKO's programming is "leading with stewardship" - in that we aspire to help maintain existing local, state and federal trails infrastructure and follow that up with advocacy around trail system enhancements and visitor experience. Please share how you have implemented maintenance and operations in a park or forest setting.
  - Submit these items to the Google Form: [HERE](#)

## **Timeline:**

- May 25th - Job posted and resumes reviewed on a rolling basis; candidates invited to interview
- Mid-June - Rolling review of applicants and first round of interviews; reference checks
- Position begins when the best candidate is found – ideally July 2023.

*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.*