

Volunteer Trail Stewards Coordinator

Overview:

The Volunteer Trail Stewards (VTS) Coordinator is an independent contractor hired by the Humboldt County Association of Governments to coordinate the Humboldt Trails Council's Volunteer Trails Stewards Program. The VTS coordinator is responsible for supporting and promoting a vibrant volunteer program that engages community members in maintaining and caring for Humboldt County trails. The VTS program helps ensure that shared paths are safe, clean and welcoming to trail users through clean ups, vegetation management and community outreach and education. In some cases, the VTS program is involved in trail construction. The VTS is the major program of the Humboldt Trails Council (HTC) and plays an important role in supporting on-going regional trail development by showing trail management agencies that the community is willing to support long-term trail maintenance. The VTS program serves 11 different sites with Trail Crew Leaders playing a key role addressing the specific needs of each trail location. The VTS Coordinator provides reports to the HTC board, identifies and coordinates opportunities for board collaboration in accomplishing the scope of work listed below as well as any VTS interns.

Estimate: Average 10hr/week at \$30/hr. plus mileage reimbursement

Scope of work:

1. **Support individual VTS site coordinators.** 12-17hr/month
 - **Communicate with Trail Crew Leaders** monthly via email/phone/text or in person to understand the focus and scope of work at their site, the dates and times of workdays.
 - **Provide support for Trail Crew Leaders** by coordinating resources to purchase equipment and snacks, providing release forms, assisting with volunteer communication and management of volunteer lists, supporting special projects.
 - **Assist with transition of Trail Crew Leaders**, and problem-solving with individual Trail Crew Leaders. The VTS Coordinator assists with the replacement and training of Trail Crew Leaders. The VTS coordinator and/or the volunteer intern should plan on attending portions of work days an average of 3x/month. [Work days typically occur on Saturday mornings]
 - **In partnership with the HTC board, coordinate an annual gathering** of all Trail Crew Leaders to share information, provide training and receive feedback (in person or virtually).
1. **Administrative-** 7-10 hr/month
 - **Maintain and update a centralized shared database** with the records/contact information and signed liability release forms for all volunteers with the individual VTS programs. 2hr/month
 - **Work within the VTS budget** provided by the HTC Board, submitting financial data to the treasurer including receipts and HTC coding for specific programs.

- **Submit brief written board reports** to the board highlighting volunteer participation, accomplishments, and challenges. Participate in board meetings as needed.
- **Assist the board fundraising committee** with grant writing for the VTS program, helping to identify needs, costs.

1. **Education and Outreach** 6hr-8hr/month

- **Promote the VTS program and recruit volunteers.** This may include writing volunteer profiles for the HTC e-newsletter, video production, preparing press releases about events, assisting with tabling on behalf of the VTS program, reporting on successful VTS activities, preparation of posters and flyers, posting on social media.

1. **Collaboration with Partners** 3-5hr/month

- **Coordinate with VTS trail managers** to support VTS program on their site and fulfil the terms of the HTC-Partner MOU's.
- **Partner collaboration**-Reach out to partner agencies and organizations to collaborate on scheduling, promoting and implementing VTS days, helping to avoid duplication and promote creative collaboration.
- **Support new VTS locations.** The VTS Coordinator assists in getting new programs operational and orienting the individual crew leaders.

To apply, send resume, cover letter and provide 2 references to info@hcaog.net by September 30th at 5PM.