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**2021 ATC Ridgerunner and Caretaker**

**Seasonal Employment Information and Application**

**Application Deadline: January 31, 2021**

The mission of the Appalachian Trail Conservancy (ATC) is to protect, manage, and advocate for the Appalachian National Scenic Trail. ATC was founded in 1925 and is a private nonprofit organization with more than 30,000 members. It is responsible to the federal government for ensuring proper management of the 2,193-mile-long Appalachian National Scenic Trail (known as the A.T.), most of which is located on public lands administered by the National Park Service, the U.S. Forest Service, or agencies of the 14 states through which it passes. ATC assigns sections of the A.T. to 31 Trail-maintaining clubs and provides numerous services to club volunteers. More information about ATC can be found at [www.appalachiantrail.org](http://www.appalachiantrail.org).

**THE HIRING PROCESS**

Highly qualified seasonal A.T. Ridgerunners and Caretakers are recruited each year. They may be hired and managed by ATC or by its affiliated clubs or agencies*.*

Complete applications submitted to ATC will be distributed to the program managers of the position(s) applied for. Those managers will contact any applicants they want to interview.

The hiring process is completed as soon after the deadline as possible, however applicants should be aware that hiring for some positions may not be completed until March or April, especially for positions that start later in the year.

All positions are seasonal and vary in length. Wages vary according to positions and individual qualifications. The pay is competitive, and some positions include housing.

**ATC Equal Employment Opportunity Statement:**

*The Appalachian Trail Conservancy (ATC) encourages collaboration, flexibility, and fairness with all employees and volunteers to enable participation and contributions to their fullest potential.*

*We are committed to being a diverse and inclusive organization, and recognize that diversity contributes to an effective and successful organizational culture and mission.*

*The ATC prohibits discrimination in employment on the basis of race, color, religion, sex (including pregnancy, gender identity and/or expression), national origin, political affiliation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, political affiliation, union membership, or any other status protected by the laws and regulations in the locations where we operate.*

**TO APPLY**

Submit a **completed application form**, a ***detailed cover letter*** (or detailed e-mail message)describing the qualities and skills that make you a good candidate and a **resume**. The application form begins on page 5 of this packet.

***Applications must be complete for consideration***.

***Incomplete applications may be returned!***

Applications should be e-mailed (preferred) to ridgerunner@appalachiantrail.org or mailed to:

Appalachian Trail Conservancy

4 E. First Street

Boiling Springs, PA 17007

**Questions about Ridgerunner/Caretaker positions?**

E-mail ridgerunner@appalachiantrail.org or call (717) 258-5771, ext. 203.

**POSITION DESCRIPTIONS**

A.T. Ridgerunners and Caretakers provide information about the A.T. and its intended primitive experience, its location, regulations, and traditions. They work to encourage the best behavior on the part of hikers, to facilitate a positive Trail experience (particularly for those who are poorly prepared), and to elicit the support of those who live nearby, but who may not understand or use the Trail properly. They discourage and mitigate misuse of the Appalachian Trail and its environs by performing educational and public-relations functions. Ridgerunners are assigned to hike specific sections of the A.T., while Caretakers remain at specific overnight sites. Some positions combine elements of both. They must be able to work both independently with minimal supervision and cooperatively as a member of a team. Applicants should demonstrate the interest and ability to contribute to the public-service effort of working on a national scenic trail and to promote volunteerism and membership in ATC and its club affiliates. They should possess the required skills listed below and be able to attend required training. Applicants must demonstrate maturity, responsibility, initiative, and self-motivation.

**Essential Duties and Responsibilities**

1. Meet and greet the public and educate them about the A.T., ATC, local Trail clubs, local land-owning agencies, and Leave No Trace hiking/camping methods.
2. Advise visitors and hikers of rules on the A.T. and of NPS, USFS, state, and local regulations.
3. Perform light trail maintenance and pick up litter on the Trail, at camp/shelter sites, and at Trailhead parking areas.
4. Assist visitors and hikers whenever possible; assist emergency-response agencies when requested.
5. Report unsafe conditions, misuse, and abuse of the A.T. and its shelters (including vandalism, vagrancy, forest fires, beer and liquor parties, drug use, suspicious persons, vehicles, unauthorized hunting, tree cutting, *etc.*)
6. Assist local maintaining clubs with their backcountry sanitation projects. Maintain privies at A.T. shelters in satisfactory condition.
7. Maintain a daily log, submit a report to supervisors at the end of each work period, and submit a written report to ATC at the end of the season detailing highlights, problems, *etc.*
8. Maintain regular contact with field supervisors, club volunteers and agency partners.

**Required Skills**

1. Commitment to Trail- and resource-protection efforts
2. Proven ability to work alone with minimal supervision
3. Excellent communication and education skills
4. Ability to interact with the public under stressful conditions
5. Extensive backpacking experience

**Desired Skills**

1. Knowledge of Leave No Trace principles
	* 1. *Some positions provide Leave No Trace training*
2. Previous A.T. volunteer experience
3. Knowledge of the Appalachian Trail and ATC
4. Current first-aid and CPR certification (Wilderness First-Aid certification is preferable)
	* 1. *Some positions provide WFA training*

**We are recruiting for the following positions in 2021 with this posting:**

**Virginia:** One Ridgerunner in each of the following locations:

Mount Rogers National Recreation Area: mid-April through Labor Day, housing available

Catawba Mountain: April through November. Ridgerunner duties include volunteer recruitment, training, and support. Ridgerunner must live locally.

Tye River: mid-April through mid-July; housing available

Shenandoah National Park:

 One Ridgerunner: mid-April through mid-September, housing available

Northern Virginia: mid-May through Labor Day, housing available

**Maryland:** Two Ridgerunners/Caretakers

 One Ridgerunner/Caretaker: early April through late October, housing available, no

 pets allowed

 One Ridgerunner/Caretaker: mid-May through Labor Day, housing available, no pets

 allowed

**Pennsylvania:** Three Ridgerunners

Michaux State Forest: mid-May through Labor Day

Cumberland Valley: mid-May through Labor Day

Northeast Pennsylvania: mid-May through Labor Day

**New Jersey:** Three Ridgerunners/Caretakers: mid-May through Labor Day, one position

 available through late October, housing available

**Connecticut-Southern Massachusetts:** *Please contact Appalachian Mountain Club for information about ridgerunner positions in Connecticut and Massachusetts*

**Vermont:** *Please contact Green Mountain Club for information about ridgerunner and caretaker positions in Vermont.*

**Maine**: One Ridgerunner in each of the following locations: Saddleback Mountain, Bigelow Mountain and Gulf Hagas; from May 19 - October 17. Housing assistance available.

 *Please contact Baxter State Park for BSP positions.*

2021 ATC Ridgerunner/Caretaker Application

**Application Deadline: January 31, 2021**

*Application must be complete for consideration.*

*Some positions fill quickly—please submit application as early as possible!*

Ridgerunners/Caretakers may be employed by ATC or by affiliated Trail clubs or agencies. This form may be used to apply for any of the positions listed. *Program managers will contact directly any candidates they want to interview.*

**Contact Information**

Name

Mailing Address

City       State       Zip

Telephone (Day)       (Evening)

E-mail

***Note: We prefer to communicate with you about available ATC positions via e-mail. Please provide an e-mail address that you regularly check.***

Permanent Address (if different from above)

City       State       Zip

Telephone (Day)       (Evening)

**Interest and Availability**

**Please check the position(s) you are applying for:**

*The following positions are employed directly by ATC:*

[ ]  Mount Rogers National Recreation Area Ridgerunner (VA)

[ ]  Catawba Mountain Ridgerunner (VA)

[ ]  Tye River Ridgerunner (VA)

[ ]  Cumberland Valley Ridgerunner (PA)

*ATC recruits for and supports, but does not directly employ, the following positions:*

[ ]  Shenandoah National Park Ridgerunner (VA)

[ ]  Northern Virginia Ridgerunner

[ ]  Maryland Ridgerunner/Caretaker April-Oct

[ ]  Maryland Ridgerunner/Caretaker May-Sept

 [ ]  Michaux State Forest Ridgerunner (PA)

[ ]  Northeast Pennsylvania Ridgerunner (PA)

[ ]  New Jersey Ridgerunner/Caretaker

[ ]  Saddleback Mountain Ridgerunner (ME)

[ ]  Bigelow Mountain Ridgerunner (ME)

[ ]  Gulf Hagas Ridgerunner (ME)

[ ]  **I am interested in any available position**

**The Ridgerunner/Caretaker field season occurs from early April to late October, depending on position.** Are you available to begin work at any time during that period?

[ ]  Yes [ ]  No

If no, indicate dates you are available—**please be as accurate and specific as possible!**

Start date       End date

**Are you a member of ATC?**

[ ]  Yes [ ]  No

**Are you a member of an A.T.-maintaining club?**

[ ]  Yes [ ]  No If yes, which club?

**Do you have access to reliable personal transportation?**

[ ]  Yes [ ]  No

**Education and Training**

**Education**

Are you a high school graduate? [ ]  Yes Graduation Date

 [ ]  No

Are you a college graduate? [ ]  Yes [ ]  No

If yes, degree earned

Name of College or University

Major/minor concentration

**First-Aid Training and CPR Certification** – *Many positions provide Wilderness First Aid training, however current WFA certification may be beneficial for some positions.*

Do you have valid WFA certification? [ ]  Yes Expiration date:       [ ]  No

Do you have valid WFR certification? [ ]  Yes Expiration date:       [ ]  No

Do you have valid CPR certification? [ ]  Yes Type and exp. date:       [ ]  No

 **Leave No Trace (LNT) Training**—*Providing Leave No Trace education to Trail users is one of the essential functions of this program. Many positions provide Trainer-level training; prior LNT experience may be beneficial for some positions.*

Are you an LNT Trainer? [ ]  Yes [ ]  No

Are you an LNT Master Educator? [ ]  Yes [ ]  No

Please describe any Leave No Trace training you've had (when, where, instructor, *etc.*):

**General Questionnaire**

**Please answer the following questions. Use a separate sheet if needed.**

How did you find out about seasonal work on the Appalachian Trail?

Why do you want to work as a Ridgerunner or Caretaker?

Please describe your personal perspective on LNT principles of outdoor ethics or on similar minimum-impact guidelines:

What special skills do you have to contribute to the job?

Describe any experience that you have communicating with diverse groups of people, public speaking, teaching, *etc.*

Describe your outdoor experience and your knowledge of the Appalachian Trail.

Describe any employment or volunteer experience where you demonstrated a strong commitment to outdoor education and/or natural-resource stewardship.

As an essential function of these positions, Ridgerunners/Caretakers are required to live in backcountry settings for extended periods of time, traverse terrain that is physically demanding, and have extensive interactions with Trail management partners and general users of the A.T. Please highlight any experience you may have that would prepare you for these conditions and interactions.

# **References**

Please submit contact information for two references, preferably not family members or friends. Employers or teachers are preferred. References should be able to address your ability to successfully meet all of the job requirements as set forth in the job description above, particularly your ability to relate to diverse groups of people, ability to work both independently and in a group setting, and highlighting your outdoor experiences. Some ridgerunner program managers like seeing letters of reference, feel free to submit these if you would like to.

Please provide the following information for your references.

Name       Relationship

Telephone       E-mail

Name       Relationship

Telephone       E-mail

**Certification**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that submitting false information is grounds for refusing to hire me, or for discharging me should I be hired.

I authorize any person, organization, or company listed on this application to furnish you any and all information concerning my previous employment, education, and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the organization, which may be changed, withdrawn, added, or interpreted at any time at the organization’s sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment may be withdrawn at any time, with or without cause, and with or without prior notice, at the option of the organization or at my option.

By submitting this application to the Appalachian Trail Conservancy, and subsequently to its partners and agencies, I authorize these certifications. Typing my name below indicates my signature.

Applicant's Signature       Date

Submit the completed application form, along with a detailed cover letter and resume by e-mail (preferred) to ridgerunner@appalachiantrail.org

Or mail it to:

Appalachian Trail Conservancy

4 E. First Street

Boiling Springs, PA 17007

Questions? E-mail ridgerunner@appalachiantrail.org or call (717) 258-5771 ext. 203.

**If you are selected for an interview, you will be contacted directly by a program manager for that position.**

**Applications must be submitted electronically or postmarked by January 31, 2021**