

{{Club Name}}

District Coordinator/Manager

The Appalachian Trail (A.T.) is cared for by thousands of people, hundreds of organizations/agencies, and passes through a variety of diverse landscapes. Volunteers, coordinated in large part through A.T. Clubs, provide on-the-ground knowledge, experience, and operational capacity. Alongside a variety of partners, volunteers work together to manage and protect a long-distance hiking trail that connects a patchwork of conserved lands and communities along a massive migration corridor that exits along the spine of the ancient Appalachian Mountain range.

As a District Coordinator/Manager with the {Club Name} your primary responsibility is to coordinate the work of section maintainers within a specific geographic range of your club's trail section under the guidance of your club's Trail Supervisor or Trail Chair.

Responsibilities:

- Coordinate and/or serve as a volunteer manager for Club section maintainers.
 - Promote volunteer opportunities to the A.T. Volunteer Engagement Platform on the Appalachian Trail Conservancy website and the local community.
 - Interview and connect interested participants to appropriate tasks/opportunities.
 - Ensuring volunteers sign onto the appropriate paperwork.
 - Provide new volunteers with a welcoming and supportive experience, including essential maintenance training.
 - Ensuring volunteers have the appropriate training and opportunities for growth (i.e. into leadership positions)
 - Allow volunteers to offer feedback/evaluation on their experiences.
 - Recognize the work of volunteers.
 - Assess section maintainer performance and reassign sections, if necessary, to ensure trail care standards are maintained. Or, provide short-term assistance to section maintainers during life events that cause temporary interruption to their responsibilities
- Support Trail Supervisor by reporting identified issues that require additional support from cooperative management partners, or plan/schedule/assign crew leader project to address identified issues.
- Establish/maintain connections with locally designated A.T. Communities.
- Maintain awareness for safety notifications, policy updates, and management protocols for the Appalachian Trail, and communicate notifications to volunteers within supervision.

Term:

This is a 2-3 year position with the option to extend the position duration if desired.

Benefits:

- Flexible schedule
- Time in nature
- Pride in being an essential part of the work that keeps the A.T. alive.

Available Training and Resources:

- ATC Field Leadership Training
- ATC Trail Supervisor Training
- Partner resources [for volunteer coordination and field leadership resources](#)
- Partner [Resources for Trail and Facilities Management](#)
- [Safety and Training Resources](#)

Qualifications:

- Previous hiking, trail work, campsite/structure maintenance, or volunteer management experience desirable.
- Self-motivated and responsible.
- Ability to manage a team of volunteers and provide a positive atmosphere.
- Familiarity with the Appalachian Trail.
- Experience with records management and spreadsheets.
- Ability to serve in an administrative and supervisory/leadership role.
- Strong communication skills with reliable email.
- Ability to develop and foster positive working relationships with partners, fellow club leaders, land managers, etc.

Requirements:

- Comfortable working without supervision in the outdoors.
- Capable of hiking over variable terrain, in changing weather conditions.
- Must have reliable transportation to Trail sections.
- Willingness to learn, follow, and teach the appropriate work standards, techniques, and safety procedures.
- Ability to produce work at a computer for up-to several hours at a time.

If interested in this volunteer position, please contact the {{Club Name}} for more information. Feel free to reach out to the ATC at volunteer@appalachiantrail.org for assistance with connecting to the club.