



Regional Trail Care Coordinator – PA Wilds

Mission:

To provide, protect, preserve, and promote recreational hiking trails and hiking opportunities in Pennsylvania.

Position Overview:

The Regional Trail Care Coordinator – PA Wilds supports the organization’s trail maintenance activities across a 13-county portion of north central Pennsylvania working closely with the Manager of Trail Maintenance and Training, volunteers, and agency and organizational partners. This individual will evaluate trail conditions, prioritize improvements, perform trail maintenance, and bolster volunteerism for such activities on hiking trails in the region.

The position is classified as exempt, full-time (40 hours per week). The position is remote (from KTA’s headquarters in Mechanicsburg) and based in the PA Wilds region. The individual will work from home, an office location to be determined, or a flexible combination thereof. Substantial fieldwork is anticipated, complemented by attendance at various meetings and events, and time working from the home or office. The position reports to the Manager of Trail Maintenance and Training.

Responsibilities:

- Coordinate and hold regular meetings with DCNR Bureau of Forestry regional staff, six forest districts, and the PA Outdoors Corps Coordinator
- Coordinate and hold regular meetings with key partners (e.g. Trail Clubs, Friends Groups, PA Parks and Forests Foundation, PA Trail Dogs, etc.)
- Undertake routine trail assessment outings to ascertain trail conditions using approved protocols.
- Assist statewide efforts to coordinate trail assessment tools and methods.
- Perform outreach via exhibits, events, and presentations to recruit trail maintenance volunteers.
- Organize and lead trail maintenance events in a variety of formats (e.g., multi-day, weekend, one day, half day, evening, etc.)
- Follow and reinforce KTA safety and risk management practices.
- Provide volunteer data input to the DCNR Conservation Volunteers program.
- Share Trail Care and volunteer success stories and opportunities for the KTA social media platforms, newsletter, and website.
- Support and utilize the online registration system for Trail Care volunteers and assure flow of critical information to registrants.
- Assist development of brochures and flyers for Trail Care events
- Support online and in-person training workshops for trail maintainers
- Support establishment of long-distance loop hiking route in the region

- Frequent regional travel for field events, meetings, and trail work.
- Occasional extra-regional travel to Mechanicsburg and elsewhere for meetings and events
- Other duties as assigned.

Qualifications:

- Experience in trail maintenance
- Experience in leading/supervising volunteers
- Experience in training and public speaking
- Enthusiasm for trails, the outdoors, and the mission of KTA
- Good verbal and written communication skills
- Ability to walk a minimum of 10 miles over rough and uneven terrain
- Valid driver's license and reliable form of transportation
- Knowledge of and commitment to DEIJ principles

Preferred Qualifications:

- Familiarity with the major hiking trails of Pennsylvania and the PA Wilds
- Familiarity with the trail and conservation-related organizations and agencies operating in Pennsylvania.
- Understanding of conservation issues, especially as they relate to the sustainability and enjoyment of trails.
- Current or prior certifications in first aid and/or other outdoor leadership credentials (e.g., Leave No Trace, etc.)

Compensation:

This is a full-time (40 hours per week) exempt position. The starting salary is \$45,000 per year. Benefits include a flexible schedule, generous leave policy, and 12 paid holidays per year. Health insurance, including dental and vision care, is also provided as part of your employment. Employees are required to contribute to their healthcare costs, based on an annually set rate (currently 20% of composite plan costs for an individual or 25% of composite plan costs for an employee and spouse). A work computer is provided, and work-related travel expenses are reimbursed.

Keystone Trails Association is an equal opportunity employer and encourages people of color; Indigenous people; LGBTQ+ people; veterans; people with disabilities; people who have formerly been incarcerated; and others who are underrepresented within the conservation-related nonprofit sector to apply.