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Program Coordinator (Catskill)

Position Summary

The Catskill Program Coordinator serves as the Trail Conference's principal staff representative in the Catskill region of New York State (primarily within the Catskill Park Blue Line but including areas of any Trail Conference projects located west and north of U.S. Route 209.). It is important for the person in this position to work closely with the Assistant Catskill Program Coordinator, partners, and volunteer leaders within the region to establish priorities in order to accomplish broad overall goals for the trail system. As a part of this process, the following activities will be required.

Volunteer Development

Pursue new sources of volunteer manpower to work with existing volunteers and focus their involvement by addressing training and resource needs in key project areas. The regional coordinator also cultivates potential volunteer leaders and familiarizes them with central staff support and trail management responsibilities. Oversee the management of the Catskill Conservation Corps as the portal for volunteer recruitment in the Catskill region.

Partnerships

Create, maintain, and further meaningful working relationships with agency partners and land managers at the municipal, county, and state level and engage in planning processes of key relevance to Catskill trail users. Expand and support regular means of communication and planning with partners, volunteer and non-governmental organizations, including maintaining and improving regional collaborative efforts such as the Catskill Park Advisory Committee and the Catskill Park Coalition.

Trail Development & Management

The Catskill PC partners with land managers and works with volunteers to maintain and upgrade trails and lean-tos throughout the region. The Catskill PC identifies training and recruitment needs by organizing and managing workshops, events, and communications.

Trail Protection

Work with agency staff and volunteers to review the policy, land access, and stewardship efforts for the region. The Catskill PC will initiate a prioritized list of objectives and represent the Trail Conference in working with partners and volunteers to assure that the high quality trail experiences are optimally protected and promoted.

Resource Development

The Catskill PC seeks out and develops sources for funding of regional projects and programs in coordination with the Assistant Catskill PC, Trail Conference central office staff, and volunteers. This includes general outreach and recruiting volunteers and members as well as cultivating support from land managers, municipalities, and other interested parties.

Information

Serve as the primary clearinghouse for information about Trail Conference-maintained trails in the region and to develop a communications plan.

Experience Required

- Bachelor's degree or equivalent experience.
- Minimum of two years of relevant professional experience or five years of substantial volunteer experience.
- Supervising seasonal and part-time employees
- Success working with volunteers, field staff, agency personnel, contractors, recreational users and other stakeholders.
- Must be a self-starter, able to prioritize, to handle multiple tasks and projects across a diverse region, use good judgment and offer recommendations to solve problems.
- Ability and willingness to travel and work a variable schedule including evenings and weekends.
- Proficient using Microsoft Office.
- The ability to hike on backcountry trails and perform physical trail work.
- Valid driver's license and insurance.
- Reside within commuting distance of both Mahwah, NJ and the Catskill region.
- Success in supervising permanent and seasonal employees.

Desirable Qualifications

- Existing experience and relationships in the Catskill region
- Experience in natural resource management, outdoor recreation, landscape design, planning, public administration, environmental education or related field
- Trail design, construction and maintenance skills.
- Experience in recruiting, training and managing volunteers.
- Experience in community organizing and advocacy
- Familiarity with land use regulations and procedures in the region.

Supervision and Work Environment

The Catskill Program Coordinator works under the direct supervision of the Senior Program Coordinator; however he or she is expected to prioritize his or her work to meet the day-to-day demands and ongoing assignments. The Catskill Program Coordinator is expected to communicate regularly on work projects and seek advice on new or controversial aspects of the work. The Trail Conference fosters a collegial work environment within a management team that includes volunteers and staff, as well as our partners. Travel throughout the region and an irregular work schedule that includes weekend and evenings is a regular part of the position.

Application

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org: All application materials will be kept confidential.

1. A cover letter addressing why you are interested in this position, what distinguishes you from other applicants, and your interest and involvement in the Catskill region
2. A resume
3. Three professional references
4. Your salary requirements or history

Applications missing any of these four items will not be considered. The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls please. Check the <https://www.nynjtc.org/job-openings/> job posting to determine if the position is filled.