

Berkshire Natural Resources Council

Job Description

Trails Coordinator



January 2019

Berkshire Natural Resources Council (BNRC) is a not-for-profit land trust working throughout Berkshire County, in western Massachusetts. BNRC manages 10,500 acres of fee-owned land and about 12,000 acres of conservation restrictions. The land trust conserves special places around the Berkshires and open them up for all to enjoy. BNRC recently launched The High Road, a vision for connecting trails to towns and conservation lands to communities throughout our region.

Berkshire Natural Resources Council (BNRC) is seeking to fill an opening in its Stewardship Department for a Trails Coordinator.

The position is appropriate for someone with 3-5 years of relevant professional post-college experience, with a pay range of approximately \$40-45,000, depending on experience. For someone with additional previous experience including supervising a full-time staff, a higher salary and additional responsibilities is possible. The position is full-time, year round, with competitive benefits.

This position is intended to support BNRC's mission to ensure "public benefit and enjoyment" of natural lands. The Trails Coordinator is expected to execute some of these responsibilities individually, but in many cases will serve as a project manager, delegating tasks and managing contractors, interns, volunteers and professional work crews. The Trails Coordinator will be expected to exercise skills of delegation, prioritization and problem-solving, and to relate in a warm and welcoming way to the public.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter detailing how your experience is relevant to this position:

Berkshire Natural Resources Council
c/o Front Desk
20 Bank Row
Pittsfield, MA 01201

or via email to frontdesk@bnrc.org.

Review of applications will begin February 5 and will continue until position is filled.

Trails Coordinator Job Description

Creating and maintaining trails and other access improvements on BNRC's properties.

Responsibilities:

- Ongoing maintenance of trails, trailheads, signage, vistas, and other related public access improvements and features
- Scout, plan and permit new/current trail projects
- Review conservation projects prior to acquisition for public access potential, public access challenges, and implications for future stewardship needs
- Procure and review plant and animal resource reports as needed for trail project planning
- Construct new trail projects, responding to the needs of a wide variety of abilities and users
- Supervise and coordinate construction and trail contractors
- Hire, train, and supervise seasonal trail crew staff on trail projects and maintenance
- Support volunteer coordinator to plan/lead volunteer projects
- Assist other stewardship staff on a variety of tasks to care for and maintain BNRC's conservation properties
- Purchase (via BNRC procurement policy) and maintain trail building equipment
- Ensure trail projects stay within annual budget; document expenditures according to BNRC financial policy
- Support outreach coordinator by leading occasional hikes
- Interact and communicate about BNRC, trail information and nature/ecology with the public, both in informal encounters and, as appropriate, planned events such as hikes and presentations
- Other tasks as assigned by supervisor or BNRC president

Skills:

The Trails Coordinator will have the following:

Required Skills

- Expertise in sustainable trail design and construction, including:
 - New trail layout and design
 - Construction of single-track trail systems for hikers and multiple uses.
 - Construction of stone and timber structures
- Experience training and providing oversight to volunteers and/or seasonal staff
- Experience selecting and working with contractors
- Demonstrated ability to plan and carry out complex projects, including delegating, prioritizing and problem-solving
- Proficiency in operation of chainsaws, brush cutters, and small engine machines
- Proficiency in off-trail navigation including use of GPS and map/compass
- Willingness to work outside/year-round, in all weather conditions
- Ability to walk long distances over rough terrain carrying 40lbs
- Proficiency in standard office software

Skills cont.:*Preferred additional skills:*

- Knowledge of Massachusetts Wetlands Protection Act and permitting process
- Knowledge and identification of invasive species
- Wilderness First Aid certification (or willingness to obtain)
- Familiarity with Geographic Information Systems
- Proficient in operation and maintenance of tractor
- Environmental education and outreach

Accountabilities:

The Trails Coordinator will:

- Exercise care and control of BNRC's property access improvements, including infrastructure such as access roads, trails, trailheads, related improvements and infrastructure such as gates, kiosks, culverts, boardwalks etc., as measured by the maintenance, repair or restoration of damages;
- Exercise sound fiscal management, as measured by completion of projects on budget and on schedule;
- With colleagues, advance the progress of the High Road, as measured by creating new trails and trail linkages, and planning strategically for expansion of the network and BNRC's capacity to deliver; and
- Create and maintain an inviting and welcoming atmosphere for visitors at selected BNRC reserves, as measured by creation of well-designed trails and trailheads and the installation and maintenance of clear informational and navigational signage.

Key Personal Interactions:

- Staff colleagues: this position will seek and provide consultation with his or her colleagues to ensure that conservation, stewardship and outreach initiatives are integrated across the organization.
- Volunteers: The coordinator will welcome volunteer support. He or she will coach, train volunteers to do effective work. He or she will make volunteers feel valued and impactful.
- Contractors: The coordinator will recognize that some tasks are best assigned to professional contractors and consultants in order to achieve best results most effectively. He or she will make task objectives clear, will establish clear expectations for deliverable services, and will establish cooperative working relations with contractors and consultants.
- Partners: The coordinator will cultivate constructive and empathetic relationships with land and trail partners, including private landowners who have given trail easements, and colleagues at state conservation agencies and NGOs.