

## North Country Trails Volunteer Programs Supervisor, Gorham, NH



This position is responsible for the administration and development of AMC's trails volunteer based programs in the North Country, including the recruitment, retention and recognition of over 1,000 volunteers. The majority of the programming is based out of AMC Camp Dodge Volunteer Center in the White Mountains, NH.

The NCTVPS directly supervises the seasonal staff and volunteers associated with the North Country Volunteer Trail Crew Programs including the Teen Volunteer Trail Crew, Adult Volunteer Vacations, White Mountain Adopt-A-Trail, and the Alpine Stewardship Program. The NCTVPS is also responsible for fostering relationships with volunteers and ensuring program success through consistent communication, evaluation, field/program visits and on-going training opportunities.

The NCTVPS reports to the AMC Trails Volunteer Programs Manager and will work closely with a variety of staff located at Pinkham Notch Visitor Center, Highland Center at Crawford Notch, AMC headquarters in Boston, MA, the Berkshires, Maine and central NH. He/she will also work with volunteer leaders, AMC committees, ATC, USFS, and other partners as needed. This is a full time, year round, exempt position with excellent benefits.

### **Responsibilities** (programmatic)

*Adopt-A-Trail/AT Corridor Monitoring Program (approx. 240+volunteers):*

- Works with volunteers and WMNF to run the Apline Stewardship Program on Franconia Ridge and Mt. Washington
- Plan and lead Annual Apline Stewardship training, LNT courses and meetings
- Coordinate program operations with WMNF, NH State Parks, Mt. Washington Auto Road and other partners

*Teen Volunteer Trail Crew, Adult Volunteer Vacations Programs, & Custom Crews (approx. 800+ volunteers)*

- Recruit, hire and supervise 15 summer seasonal employees including the Camp Dodge Projects Coordinator, Camp Dodge Programs Coordinator, Trail Crew Leaders, Weekend Activity Leaders, and other program related positions
- Oversee the acquisition, maintenance, and management of all program related field gear, tools, and safety equipment
- Oversee processing of participant registrations and review all applications including the screening of medical forms
- Oversee all logistical aspects of the Teen and Adult volunteer programs in New Hampshire, some locations in Maine, and US Virgin Islands
- Assist the Trails Volunteer Programs Manager in the development of program offerings, locations and rates
- Provide enrollment/participant status updates to Trails Volunteer Programs Manager
- Develop program to recruit and train volunteers for Adult Volunteer Trail Crew Leaders

### **Responsibilities** (general)

- Oversee integration of risk management practices into volunteer programs
- Collect reports and hours from all North Country programs and compile into annual reports of volunteer enrollment, work hours and accomplishments, including reports for the ATC and USFS
- Develop new and productive ways to engage volunteers with developing program options, locations and activities
- Recruits, hires, trains, and provides direct supervision and serves as a role model to Trails Volunteer Program seasonal staff
- Manage and develop volunteer recognition initiatives
- Maintain the databases for all programs
- Coordinator with AMC Reservations staff on volunteer lodging reservations and all AMC destinations
- Participate with a team in administering the Stewardship Society volunteer recognition program – Lead “Custom Crew” field projects on occasion
- Work closely with the White Mountain Trails Supervisor to prioritize volunteer trail work projects
- Participate in other AMC committees, teams, and working groups as needed
- Other duties as assigned.

### **Employment Qualifications**

- Excellent organizational skills that include the ability to handle many different projects simultaneously
- Proficiency in the use of computers with associated word processing, desktop publishing, and database programs
- Works well with others in a professional environment and interact with the public and volunteers under sometimes challenging conditions
- Must be willing to work weekends and evenings and be able to travel and work in the field
- Familiarity with backcountry recreation, environmental issues, and trails in the Northeast is desirable.
- Current Wilderness First Responder and CPR certifications
- Current/Valid Driver's License and acceptable driving record
- Physical Requirements: Must be capable of safely traveling alone in the backcountry long distances during all seasons and weather conditions. Must be able to carry up to 40+ pounds of equipment backpacking with ease
- The Appalachian Mountain Club has zero tolerance for child abuse or placing children in danger. The AMC requires all employees who work in a program or facility which serves children, disabled persons, or the elderly to have a criminal record check performed on their name.

### **To Reply**

Email cover letter, including salary requirements, and resume to [amcjob195@outdoors.org](mailto:amcjob195@outdoors.org). No calls, please.

### **Benefits of Working With the AMC**

The AMC offers a great benefits package! Benefits may vary based on position.

The Appalachian Mountain Club is an Equal Opportunity Employer and welcomes diversity in the workplace. The Appalachian Mountain Club is an Equal Opportunity Employer and welcomes diversity in the workplace. Founded in 1876, the AMC ([www.outdoors.org](http://www.outdoors.org)) is the oldest conservation and recreation organization in the United States. The AMC has 12 Chapters throughout the East and over 90,000 members. The AMC promotes the protection, enjoyment, and wise use of the mountains, rivers and trails of the Appalachian region. The AMC encourages the involvement of all people in its mission and activities, through its membership, programs, policies, and procedures. Our goal is to be a community that is comfortable, inviting, and accessible for people of any age, gender, race, religion, ethnicity, ability, sexual orientation, or socioeconomic status.