

# SITKA TRAIL WORKS

## PROGRAMS COORDINATOR

### JOB ANNOUNCEMENT

Do you thrive outside and want to spark curiosity and adventure in others? Sitka Trail Works seeks a dynamic leader to join our Programs team, empowering youth through place-based education and leading adult volunteers in public land stewardship. As the Programs Coordinator, you are a community organizer, building human connections through outdoor recreation and trail maintenance to advance community health.

#### **About the Programs:**

Our Youth Program connects Sitkans ages 8-18 to the land, their creativity, and their potential. We guide curious minds through the Tongass, teaching practical skills that empower, respect for Lingít Aaní, and nurturing a love for nature that blossoms into stewardship. Our Volunteer Program empowers and equips Sitkans with the skills they need to maintain local trails. Volunteers contribute to deferred maintenance projects, learn valuable trail work skills, and foster community on Sitka's trails.

#### **Position Details:**

- Dates: 20 hours/week during April-May; full-time June to August, 32 hours/week for the fall.
- Possibility for employment in 2026 and beyond depending on organizational funding.
- Compensation: \$21-27/hour, depending on experience

#### **Responsibilities:**

- *Youth Program:*
  - Collaborate with Programs Director to craft youth curriculum incorporating local plant knowledge, respect for Lingít Aaní, and nature-inspired art.
  - Plan and coordinate logistics of summer camps.
  - Mentor youth in outdoor skills, including survival skills, trail building basics, and more.
  - Foster relationships with other environmental and cultural educators in the community.
- *Volunteer Program:*
  - Recruit and engage volunteers through outreach, advertising, and community events
  - Coordinate trail work events, assisting Director in leading and supervising volunteers.
  - Teach volunteers essential trail maintenance skills, like brushing, drainage, and more.
  - Foster a welcoming, inclusive and fun environment and find ways to make volunteers feel appreciated.
- *Communications, fundraising, and general:*
  - Gain experience in first aid, outdoor education, and community engagement.
  - Build engagement in programming by leading organizational communications on Facebook, Instagram, and MailChimp.
  - Create visually appealing graphics for digital and print flyers and other publications.
  - Partner with Director to pursue funding opportunities for outdoor programming.
  - With the Director's support, manage day-to-day program operations, and help in a variety of ways as a member of a small team in advancing outdoor access for community health

#### **Desired Qualities:**

- You're passionate about the benefits of life outdoors and care about the health of our community.
- You're a natural leader, eager to spend time with people outside regardless of the weather.
- You're keen to learn from the Sitka community, including knowledge of Lingít Aaní.
- You're adaptable and willing to pitch in as a member of a small team.

- You enjoy working with both youth and adults, adapting your communication style to different audiences.
- You have experience with or are willing to learn basic trail maintenance and first aid skills.

If you are passionate about igniting a love for nature and community in young minds and fostering stewardship through adult volunteer engagement, then we want you on our team! Apply with a resume, references, and a cover letter that showcases your passion for the outdoors, youth development, volunteer management, and making a difference. We can't wait to meet you!

**Reports to:** Lilli Garza, Programs Director and Ben Hughey, Executive Director

**To apply:** Apply by submitting a cover letter, resume, and 2-3 references to [youth@sitkatrailworks.org](mailto:youth@sitkatrailworks.org). Please email with additional questions. Position open until filled.