



P.O. BOX 100627, ANCHORAGE, ALASKA 99510

(907) 334 – 8049 [OFFICE@ALASKA-TRAILS.ORG](mailto:OFFICE@ALASKA-TRAILS.ORG)

[www.alaska-trails.org](http://www.alaska-trails.org)

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Sept. 2019

## [Alaska Trail Stewards \(ATS\) – Volunteer Program Coordinator](#) Job Description

### Overview

The ATS Volunteer Program Coordinator (VPC) will be in charge of all aspects of the ATS program management, coordination and fund development. This includes recruiting stewards for trail improvement projects, arranging training opportunities, and coordinating with land managers to identify meaningful, safe, and fun projects. In addition, the VPC will head up program development and promotion. The VPC will be responsible for identifying and pursuing new funding sources – including grants, individual donors and corporate giving.

The VPC will be expected to be a motivated and independent worker, who is flexible to new technologies and methods for program management. The ideal candidate will be able to identify potential efficiencies, maintain communication with the Executive Director and use creative methods to broaden the ATS program's volunteer pool, and improve the efficacy of ATS. Being able to identify work that needs to be done is an important part of the job.

This position is a half-time, year-round position with more hours in the busy summer season. Compensation to be determined based on experience. The position will be based in Anchorage, in the Alaska Trails downtown office, but will provide flexibility in the specific work location.

Please send a letter of interest and an associated resume to the e-mail below, no later than **October 15th, 2019.**

Thank you for your interest. We look forward to hearing from candidates who share our passion for volunteers and trails in Alaska.

Steve Cleary, Executive Director - Alaska Trails – [steve.cleary@alaska-trails.org](mailto:steve.cleary@alaska-trails.org)

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**Overview of Role of the Volunteer Program Coordinator's Tasks over Coming Year –  
(estimated percentage of time by task)**

**Program Management: (30%)**

- Collaborate with land managers to plan and coordinate Alaska Trail Stewards volunteer work projects
- Recruit and prepare volunteers for trail projects, ensuring all safety standards are met
- Organize and prepare for trail work events and other related events
- Develop fun, social activities and skill development opportunities to retain and attract volunteers and members
- Develop a spectrum of opportunities to engage Trail Stewards statewide
- Evaluate the ATS program – assess outcomes and implement changes as needed

**Fund Development: (40%)**

- Cultivate existing donors and generate new donors, focusing on individual and corporate giving
- Create methods and opportunities to turn volunteers into members
- Identify a range of grants and funding strategies that increase volunteer opportunities and funding sources (i.e. getting ATS volunteers included in state or community-based RTP proposals)
- Work with the Executive Director to develop an annual budget for the ATS program
- Track grants and other funding sources to complete reports and other needed items
- Track donors in CRM database – Little Green Light

**Program Promotion: (30%)**

- Promote Alaska Trail Stewards on Facebook, Instagram, and future social media platforms
- Promote volunteer opportunities at diverse community venues and continually identify new venues for outreach
- Build relationships with existing trail and outdoor stewardship programs to coordinate activities and educational opportunities



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- Establish relationships with new groups identified in collaboration with the ATS Steering Committee
- Develop a spectrum of opportunities to engage Trail Stewards statewide, including activities other than trail maintenance and construction
- Keep track of volunteer hours and other metrics in CRM database – Little Green Light
- Post photos and write-up about events on social media platforms

**Ongoing:**

- Update volunteer database management – Little Green Light
- Coordinate with land managers to set up more volunteer events and funding
- Work with Executive Director and Trails Technician to apply for grants and cultivate corporate funding

**Work hours/season:**

The VPC position is currently envisioned as a ½ time year-round position. However, the bulk of the work will be April through October as the coordinator will take a direct role in organizing the summer trail events. So rather than budget for the same number of hours every month, the VPC will shift more hours to the busy months and have fewer hours and more flexibility in the winter months. The calendar below represents a typical year but Alaska Trails plans to hire the VPC as soon as practical.

VOLUNTEER PROGRAM COORDINATOR								
March / April	May	June	July	August	Sept	October	November	Dec - Feb
Position Start, Conference, Recruiting Project Coordination and Calendar	Training, Recruiting, General Program Development, Project Planning	Nat. Trails Day Other projects	Projects	More work plans and projects	Public Lands Day Projects	End of Season Party Final Projects	Begin Planning for next season Fundraising	Fundraising Year End Report Planning

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