

JOB TITLE: Trail Crew Lead  
DEPARTMENT: Stewardship  
POSITION TYPE: Full-time / Hourly / Seasonal (April-September)  
REPORTS TO: Operations Director  
DIRECTLY SUPERVISES: Trail Crew Members



**MISSION:** Cottonwood Canyons Foundation (CCF) works to continuously improve the environments of Big and Little Cottonwood Canyons through education and stewardship programs.

The Cottonwood Canyons are a critical and magnificent ecosystem, provide approximately 60% of the drinking water for Salt Lake City, and are a major economic engine for Utah's ski industry. They are also located within one of the most highly-visited portions of national forest in the nation and receive extraordinarily high numbers of visitors and therefore experience high levels of use and recreational pressure.

We see it as extremely important to educate the public who utilize this area for recreation and who rely on it daily for their drinking water, on the canyons' importance and how they can help promote their ecological health. We also aim to provide the community with direct and hands-on ways to give back to this environment through volunteering.

It is our belief that if we all better understand the importance of this area, and if we all take part in helping to improve it, the Cottonwood Canyons will continue to be a healthy environment and watershed and a spectacular place to recreate for generations to come. We're grateful to our partners and community of volunteers for their help in these efforts.

**PURPOSE OF POSITION:** The Trail Crew Lead will lead a five-member trail crew that operates primarily in the Tri-canyons: Big and Little Cottonwood Canyons, and Millcreek Canyon. This individual will report directly to the Operations Director. The Trail Crew Lead will be instrumental in coordinating the logistics of daily crew management and the implementation of a successful volunteer component.

The Trail Crew Lead will lead demanding physical work in often adverse conditions with a positive attitude. This position requires a combination of trail maintenance experience as well as a proven ability to manage staff, lead volunteers and organize partners. This position will be expected to navigate an often changing schedule and dynamic work environment. This position will be the point person for implementing a significant volunteer program which coordinates over 600 volunteers per season. This position requires a team-first attitude, a willingness to learn and lead, flexibility with various work projects and conditions, and an interest and willingness to further the educational and outreach goals of Cottonwood Canyons Foundation.

## REQUIRED SKILLS AND BACKGROUND:

- ✓ 2 seasons trail work experience; exceptions can be made for an otherwise ideal candidate.
- ✓ 2 years minimum leadership or supervisory experience.
- ✓ Significant experience coordinating and leading volunteer projects.
- ✓ Experience building rock and other technical trail features.
- ✓ Outdoor leadership skills.
- ✓ Strong oral and written communication skills.
- ✓ Strong interpersonal skills.
- ✓ Experience providing direction, leadership to staff, including motivational techniques and training methods.
- ✓ Knowledge of the Cottonwood Canyons area through recreational use preferred.
- ✓ Ability to maintain daily and other periodic reports.
- ✓ Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## KNOWLEDGE AND SKILLS:

- ✓ Knowledge of Occupational Safety and Health Administration (OSHA) and MSDS safety rules (will provide training).
- ✓ First Aid / CPR certification (will provide training).
- ✓ Willingness and ability to work in a dynamic environment, in a team setting.
- ✓ Willingness and ability to work in a variety of weather conditions and challenging environments.
- ✓ Willingness and ability to perform daily tasks relating to trail maintenance and construction, including but not limited to hiking, walking or standing for 8 or more hours, strenuous digging and moving rock and occasional tasks relating to other CCF program needs.
- ✓ Willingness and ability to work with rock to create steps, walls, drainage devices and other features for multiple weeks during the season.
- ✓ Enthusiasm for working with volunteers.
- ✓ Mature and positive attitude. Professionalism and good communication skills.
- ✓ Able to work late April-September, 40 hours/week.
- ✓ At least 21 years of age.
- ✓ Ability to work legally in the United States.
- ✓ High School Diploma or GED; Bachelor's degree preferred.
- ✓ Able to pass a background check and drug screening as requested.

**WORKING ENVIRONMENT:** Work is performed generally outdoors. Work will be performed during challenging weather conditions, requires physical labor including: hiking, walking, digging, operating minor tools, lifting, bending, reaching.

## PHYSICAL REQUIREMENTS:

- ✓ Ability to sit for short periods of time while also performing typing duties on a computer.
- ✓ Ability to stay standing or active walking and hiking on uneven trails and off trail terrain.
- ✓ Ability to lift and carry objects of at least 75 pounds.
- ✓ Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.

## SCHEDULE:

- ✓ 40 hours per week.
- ✓ Sundays and Mondays OFF.
- ✓ Tuesday – Saturday 7:00 a.m. – 3:30 p.m.
- ✓ Some flexibility required with the occasional Sunday, Monday, or odd hours outside of the regular schedule.
- ✓ Overtime will not be permitted unless expressly approved by the Executive Director.

## RESPONSIBILITIES:

### *Crew Management and Support:*

- ✓ Leads crew and volunteers on the maintenance of Forest Service system trails, with occasional project work or new trail construction.
- ✓ Works directly with the Operations Director to create and implement an in-depth training program for Trail Crew Members.
- ✓ Works directly with Forest Service supervisor on critical trail objectives and land management needs.
- ✓ Supervises the ongoing training and development of Trail Crew Members.
- ✓ Serves as a role model, resource, mediator and advisor for crew.
- ✓ Responsible for daily crew management and project logistics coordination.
- ✓ Completes Defensive Driver Training and coordinates driving plan for crew.
- ✓ Provides regular feedback to Operations Director of program needs.
- ✓ Follows safety management plans and initiates safe practices throughout the year.

### *Volunteer Coordination:*

- ✓ Works directly with the Operations Director and the Community Engagement Coordinator to coordinate daily volunteer efforts for CCF.
- ✓ Assists in the coordination of large volunteer projects throughout the year, including National Trails Day and National Public Lands Day.
- ✓ Supervises the training and support of all volunteers.
- ✓ Implements safety protocols for volunteer management throughout the season.

### *Tools and Equipment:*

- ✓ Responsible for inventory and maintenance of all trail program tools.
- ✓ Responsible for the cleanliness and operation of the work truck.
- ✓ Reports tool and equipment needs to the Operations Director.

*Administration:*

- ✓ Tracks and reports all work outcomes throughout the season.
- ✓ Follows scheduling guidelines and grant initiatives.
- ✓ Occasional program support for events such as the Wasatch Wildflower Festival or Kid's Day at Silver Lake and others as assigned.
- ✓ Responsible for assisting with the mid and end of year reporting requirement.
- ✓ Sends weekly and/or monthly reports to Program Director with work/volunteer progress.

ACKNOWLEDGEMENT: This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TO APPLY: Email resume, cover letter and 3 references to George Grygar at [programs@cottonwoodcanyons.org](mailto:programs@cottonwoodcanyons.org). Position open until filled. Pay is \$15 per hour.

