

# Superior Hiking Trail Association

## Volunteer & Education Coordinator



### Position Announcement

**Application Closing Date: October 15, 2021**

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### The Association

The Superior Hiking Trail Association (SHTA) protects, renews, and enhances the Superior Hiking Trail. We believe the Trail is a resource for everyone. Our staff work to improve the experience on the Trail and strive to connect the aspirations of those who use the Trail with those who care for the land. We are leading the charge by harnessing the power of volunteers, supporters, partners and trail users to break down barriers, engage participants, and create deeper relationships between people and nature. We do this for many reasons, but most importantly – to protect our natural landscape and preserve it so it can be enjoyed for generations to come.

Headquartered in Two Harbors, Minnesota, the Superior Hiking Trail Association manages, maintains and promotes over 300 miles of trail, 94 primitive campsites and over 60 trailheads. Our talented team is made up of four full-time and two part-time employees, 15-member Board of Directors, a handful of seasonal-contractors and hundreds of passionate volunteers that keep it all going.

This year SHTA celebrates 35 years of trail stewardship. To learn about what we do:

<https://superiorhiking.org/about-the-association/>

### Position Summary

The Volunteer and Education Coordinator is the perfect opportunity for an energetic and community-oriented individual who not only understands the mechanics of volunteer management but enjoys sharing the importance of Leave No Trace principles.

The Volunteer and Education Coordinator is responsible for SHTA's volunteer and education coordination and development. The position maintains and supports SHTA's extensive volunteer resources and implements outdoor education workshops, trainings, and events.

# **Primary Responsibilities and Qualifications**

*Responsibilities include, but are not limited to:*

## **Volunteer Coordination**

- Respond to volunteer related inquiries and requests.
- Oversee the volunteer management database (volunteer hour tracking, sign-up, etc.).
- Implement the organization's volunteer operations. This includes recruitment, registration, training, retention, recognition of SHTA volunteers.
- Assist director-level staff in developing an annual volunteer management plan.
- Ensure the SHTA's volunteer management practices align with industry standards and emerging trends.
- Review and regularly update all volunteer program related policies and practices with a focus on safety and sustainability.
- Work closely with director-level staff to identify and plan annual volunteer-led maintenance and construction projects.
- Conduct program evaluation and provide recommendations to leadership.
- Produce volunteer program related reports for the executive director and funders.
- Participate, as needed, in volunteer-focused construction and maintenance projects on the SHT.
- Manage and maintain the volunteer tool and equipment library.
- Act as liaison to the North Country Trail Association, National Park Service, US Forest Service, and other land-managing agencies on topics related to volunteerism.

## **Education & Outreach**

- Plan, schedule, and implement educational events and trainings that further the mission and goals of the SHTA.
- Handle all incoming education-related inquiries to ensure response in a timely manner.
- Work with the Communications Director to develop educational outreach materials and events to increase trail stewardship, along with publicizing events by developing newsletter articles, web site information and publicity flyers.
- Act as the SHTA education ambassador. Represent SHTA at meetings and events.
- Manage relationships with community partners related to volunteerism and Leave No Trace on the Trail.

## **Other responsibilities**

- Uphold the organization's commitment to equity, diversity, and inclusion in all volunteer and education activities.
- Assist with grant reports related to volunteer programming.
- Work with all staff in varying capacities at different times.

- Assist in developing program budgets in consultation with the Director of Trail Development.
- Assist with internal IT systems (ex. volunteer portal, Avenza Maps, Google Tools, trail database, Wordpress) when applicable.
- Use the SHT regularly to get a thorough understanding of it as a way of understanding the communications and fundraising imperatives of the SHTA.

### **Required Qualifications**

- Stewardship-minded. Experience working in outdoor and/or environmental education, community outreach, program development and administration.
- Self motivated and able to easily motivate others.
- Demonstrated writing and communication skills, including development of informational and instructional materials.
- Highly-organized and creative individual that possesses effective teaching and supervisory skills.
- Strong time management skills, ability to meet strict deadlines.
- People person. Commitment to customer service. Must be able to communicate effectively with SHTA users, volunteers, public land managers.
- Results-oriented strategic thinker who can identify and complete detailed-oriented activities to move a Big Idea forward.
- Certification or ability to become certified in Wilderness First Aid and Leave No Trace.
- Collaborative mindset. A desire to be part of a supportive team of exceptional staff.
- Personally motivated to integrate equity best practices into SHTA's operations.
- Knowledge of the Superior Hiking Trail and trail maintenance practices is a plus.

### **Schedule**

This full-time salaried position is located in Two Harbors, Minnesota. Remote work arrangements available, with a minimum of three days in office required each week.

Typical work schedule will be Monday through Friday, 8am-5pm, with flexibility. Evening and weekend hours are necessary for tabling, events, and volunteer training sessions along the Trail corridor. Occasional travel to Twin Cities metro to host events/trainings.

### **Compensation and Benefits**

Salary \$37,000 to \$40,000 dependent on qualifications and experience.

Benefits include employee medical, retirement plan match, optional flexible spending account, and paid leave (holiday, vacation, sick and family leave).

## Diversity, Equity & Inclusion

The SHTA is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly encouraged to apply.

*Superior Hiking Trail Association is an Equal Opportunity Employer and does not discriminate on the basis of age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the presence of any sensory, mental or physical disability, or any other characteristic protected by law.*

## How to Apply

Please send us a letter expressing your interest in and qualifications for this position. Include a resume and a writing sample that you created. Address your application to Lisa Luokkala, Executive Director, [lluokkala@superiorhiking.org](mailto:lluokkala@superiorhiking.org)

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