



## Trail Conference Conservation Corps

### *1200 Hour Steward Team Leader: Position Description*

**Do you love the outdoors and want to protect it?  
Thinking about a career in the environment? Come join the movement!**

The Trail Conference Conservation Corps (TCCC) provides great opportunities for outdoor lovers to become leaders in environmental conservation.

Our beloved hiking trails are more than just outdoor entertainment, they provide the necessary link between the public and habitat protection, offering essential opportunities to protect plant and animal species. The TCCC Stewards have been educating trail users on the responsible use of parks and trails at the region's most popular outdoor destinations. Stewards also seek to inspire a deeper appreciation for the care that natural areas require. They are our environmental ambassadors on the ground, informing the public about park regulations, hiker safety and preparedness, responsible use and Leave No Trace Principles. Through their public outreach work, Stewards cultivate volunteers to give back to the parks and trails they love. The TCCC stewards have helped thousands of hikers tread mountains safely while making sure the environment will be protected for years to come.

Steward Leaders will share our passion for conservation and the outdoors and join us in educating trail users on proper etiquette and safety, performing outreach to schools and at community events, and leading stewardship hikes. Stewards will create on-line content for schools and youth camps to help educate the next generation of environmental stewards through workshops on Leave No Trace and other best practices.

#### **Program Description**

Our AmeriCorps crews are trained by industry experts in sustainable trail building, invasive species management, public outreach, volunteer engagement, and outdoor leadership. You will receive a living stipend for your service and are eligible for an AmeriCorps education award upon successful completion of the term of service

Members learn and serve in the greater New York metropolitan region, which features the nation's finest system of trails outside of a major urban area.

#### **Service Location**

Lower Hudson Valley of New York or the Catskills

#### **Term of Service**

A minimum of 1200 hours between April 6<sup>th</sup> through November 18<sup>th</sup>, Thursday through Monday 40-hour service week for most of the season including weekends and most holidays (flex time will be given in lieu of holidays). Members are also required to take a 1/2 hour lunch which does not count towards service hours. While on duty, successful candidates will wear a provided uniform. This is primarily an outdoor position and includes periods of hot, humid, rain, cold, and multi-day camping.

#### **Duties and Responsibilities**

- Lead, motivate, and coordinate a Trail Steward crew of 8-12 AmeriCorps members in executing a Trail Steward program.
- Serve as day-to-day project manager for the Trail Steward crew, ensuring quality control and delegating tasks, while also working alongside them to encourage good work ethic.
- Coordinate project logistics with Staff and partner organizations
- Guide and support crew members, facilitate conflict resolution, and build crew cohesion

- Ensure proper crew and project documentation, including project accomplishments, crew timekeeping and paperwork, and photos.
- Assist Staff in initial crewmember training, including teaching safe and effective communication techniques.
- Pre and post-crew season, assist in project and crew planning, purchasing and preparation, compiling final reports, and stewarding alongside other Trail Stewards.
- Meet and greet and educate the public about hiking best practices and preparedness
- Introduce trail users to the Trail Conference and Leave No Trace principles
- Advise visitors and hikers of applicable state, local, and park regulations
- Assist visitors and hikers whenever possible; including lost and injured hikers and emergency-response agencies when requested
- Report unsafe conditions, misuse, and abuse of the trails
- Promote Trail Conference volunteerism in land stewardship events
- Lead stewardship activities such as workshops and educational hikes
- Assist volunteers on trail projects, including trail building and maintenance
- *Members may not engage in any Prohibited Activities as outlined in the AmeriCorps Member Service Agreement*
- *Team Leaders are **prohibited from** signing crew member timesheets, evaluating crew member performance, disciplining crew members, enrolling/dismissing crew members, writing and/or signing program reports, managing the program's payroll and budget.*

#### **Skills and Attributes Required**

- Must be a clear communicator, use positive language to lead Trail Stewards and educate trail users
- Candidates should be comfortable leading others and politely engaging all types of trail users
- At least 1 season Trail Steward or similar work experience
- Outgoing welcoming personality
- Ability to motivate, teach, and work with people of all ages and backgrounds
- Ability and willingness to work outdoors in all weather conditions
- Durable sense of humor, enthusiasm, and ability to work hard
- Ability to maintain a safe and enjoyable work environment under challenging conditions
- Must have a reliable personal vehicle for transportation of self, tools, and supplies to field sites
- Must be able to hike up to 6-8 miles carrying up to 15 lbs. of equipment over uneven and/or steep terrain
- Must have demonstrated teamwork skills and/or experience leading volunteers
- Must have excellent oral and written communication skills
- Must hold and maintain a valid driver's license
- Must have access to a reliable vehicle for transportation to field sites
- Must be able to effectively communicate with individuals of all ages
- Applicants need to be willing and able to do some hefty trail work (side-hilling, rock breaking, etc)

#### **Preferred Skills and Attributes**

- Knowledge of the Trail Conference and hiking in the New York metropolitan region
- Knowledge of Leave No Trace principles
- Previous Trail Steward experience
- Familiarity with using social media to promote the responsible use of trails
- Preference will be given to bilingual applicants
- Demonstrated outreach skills and teaching experience
- Backpacking experience, camping experience and/or outdoor field work experience

#### **Benefits for Members**

- Free rustic, lakeside housing at a local park may be provided from May 14th- October 24th (subject to change due to pandemic); Work will be done remotely outside of the above time frame.
- Bi-weekly pre-tax living allowance of \$875; not to exceed \$14,000 total

- Eligible for an AmeriCorps education award upon successful completion of the term of service \$4,441.50
- Opportunity for qualified student loan deferment and interest repayment
- Many professional development opportunities including training in Wilderness First Aid/CPR/AED and Leave No Trace Principles
- Opportunity to work in a variety of different parks and preserves throughout the region and network with many local park managers and environmental professionals.
- Opportunity to serve local communities and the public by making a difference in the environment and improving habitats in a tangible way
- Recognition as a member of an accomplished AmeriCorps Program

**Enrollment Requirements:**

An individual must be at least 18 years of age; have a high school diploma or GED; be a U.S. citizen or permanent resident alien; pass a three-part national service criminal history check of the national sex-offender registry, state repository check, and FBI fingerprint check; and complete all pre-service orientation and training requirements. Documentation of age, education and citizenship are due by the first day of orientation. Criminal history checks will be initiated before the start of service; an individual will be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy.

**To Apply:**

Go to <https://www.nynjtc.org/corps-positions>

Applications accepted until the positions are filled.

For questions, email Conservation Corps Manager, Tori Finn at [vfinn@nynjtc.org](mailto:vfinn@nynjtc.org).

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.