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Lenape Trail Field Manager

The New York-New Jersey Trail Conference is seeking a Field Manager to expand our trail expertise capacity along the Lenape Trail in New Jersey. This position will provide GPS inventory and assessment data on the trail, oversee project completion, collect/coordinate historic materials on the trail, provide training to volunteers, and complete other responsibilities as necessary. The position will report to the New Jersey Program Coordinator and work closely with Trail Conference staff, volunteers and partner agencies.

The Trail Conference specializes in trail construction workshops that combine professionals and volunteers to produce award-winning trails and experienced volunteer trail builders. The right candidate is an experienced hiker and trail-lover as well as someone with an organized mind for data collection, organization, and coordination.

Responsibilities:

GPS Inventory and Assessment:

Hike the entirety of the 34-mile Lenape Trail with a Trimble GIS unit to provide an accurate digital map of the entire trail along with a complete list of all trail problems and deficiencies, as well as areas of historic significance. The collected data will be processed and assembled into a useable form by the Trail Conference's cartographer. This information will provide the framework for map development, work trips, and volunteer outings for years to come.

Project Management:

Oversee of the planning and implementation of trail projects with agency partners, lead volunteers, and staff. The primary project will be the installation of signage bollards in select Essex County parks. Develop scopes of work and schedules. Track projects through regular budget/progress updates, photo documentation, and reports. Procurement of materials and supplies needed. On-the-ground oversight of physical structure installation.

Historic and Archival:

The Lenape Trail exists in large part to showcase the history of Essex County, and has been an ongoing project for decades. Responsibilities will be to compile points of historic significance along the trail, provide descriptions of significant sites, and digitize/organize archives of historic information for preservation and future reference.

Education:

Work closely with staff and partners to coordinate training workshops such as Introduction to Trail Maintenance, Tread and Drainage, etc. These workshops will be used to recruit and train new volunteers for ongoing stewardship of the Lenape Trail. Work with Essex County Environmental Center on outreach materials and opportunities to spread information about the trail.

Other Tasks:

Work closely with administrative tasks to insure invoicing and payroll is completed promptly and accurately. Maintain a collaborative relationship with staff, agency partners, lead volunteers, and subcontractors to insure the smooth operation of trail projects.

Qualifications

- Proven experience managing projects, estimating time, materials and costs, including the successful on time and on budget completion of projects.
- Familiarity with the geography of Essex County, particularly in the vicinity of the Lenape Trail. Knowledge of and interest in local history.
- Experience hiking, comfort in the outdoors, and familiarity with trail condition assessment.

- Demonstrated ability to speak publicly and engage members of the public in presentation or workshop settings.
- Experience working with a wide variety of volunteer, field staff, agency personnel, contractors, recreational users and other stakeholders to accomplish projects.
- Demonstrated ability to work independently with minimal supervision while maintaining effective communications with the rest of the team.
- Experience using Windows, Word, PowerPoint and Excel or equivalents.
- Must have valid drivers license with insurable driving record.

Based in Mahwah, New Jersey, this is a part-time temporary position beginning in April 2017 through November 2017.

Application

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org Subject line: "Lenape Trail: Your Last Name"

All application materials will be kept confidential.

1. A professional resume
2. A cover letter addressing why you are interested in this position and why we should be interested in you
3. Contact information for three references
4. Your salary requirements or history

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. **No Calls Please.** Check the www.nynjtc.org/job-openings to determine if the position is filled.