



Stewardship Coordinator 2023 Sawtooth Society Job Description

Background and Role

The Sawtooth Society is dedicated to local conservation and land stewardship and fulfills a mission to preserve, protect and enhance the Sawtooth National Recreation Area. Our Stewardship Coordinator plays a key role within the organization.

The Coordinator provides oversight of all on-the-ground stewardship and trail maintenance. Stewardship and conservation projects. Projects are completed by our trail crew and volunteers who are supervised by the Stewardship Coordinator. The Stewardship Coordinator is responsible for working with USFS to identify priority projects, managing the Society's equipment, overseeing all trail crew and volunteer trail maintenance, coordinating and carrying out volunteer projects, and connecting volunteers to the Society's mission.

The position is offered contingent upon the satisfactory completion of a criminal background check. Must also have a valid driver's license.

Reports To:

The Sawtooth Society Executive Director, Kathryn Grohusky.

Duration:

- Seasonal, Full Time. This position will begin in April or May and continue through September or October for approximately 6 months of work in total. The variability available allows the applicant and organization to coordinate schedules and/or modify working weeks to match year-to-year variability of environmental conditions (like snowpack).
- This applicant and organization may agree to limited remote Part-Time work outside of the main season.
- Non-Exempt position

Compensation:

Hourly. Wage ranges from \$22.00 - \$25.00 per hour. Overtime only paid on prior approval.

Housing:

Housing during the work season is provided through a partnership with the USFS. The specifics of housing will be finalized in the Spring and may include housing in the Sawtooth Society owned RV on a USFS trailer pad or a bunk in the USFS work center at the SNRA.



Wages and Benefits:

- Daily per diem of \$55.00 must be pre-approved and is paid per night spent outdoors on trail projects during work hitches.
- Use of company vehicle for work travel is preferred to paying personal vehicle mileage.
- Equipment Pro Deal opportunities.

Decision Making Authority:

Expenditures as budgeted and approved by the Sawtooth Society Executive Director.

Duties and Responsibilities:

Stewardship Project Coordination & Trail Maintenance Duties

- Complete Saw Clinic and certification in all USFS SNRA required skills.
- Work with Society Executive Director and SNRA staff to identify a prioritized 2023 Annual Trail Maintenance and Repair Plan.
- Identify and recruit volunteers and project partners.
- Lead Trail Maintenance and Work Projects to complete the Annual Trail Maintenance and Repair Plan.
- Projects may include overnight hitches. Typically, overnight hitches are 2-3 nights long and there are 2-3 total.
- Develop and Follow a Seasonal Work Project Budget.
- Recruit, hire, certify and monitor Trail Crew Leaders to lead volunteer groups as they work on trail and conservation projects.
- Match youth and adult volunteers to specific projects.
- Coordinate all aspects of volunteer projects from recruiting to reporting.
- Submit required USFS reports.
- Maintain equipment and coordinate crosscut saw sharpening when it is outsourced.
- Participate in volunteer projects, taking photos and video, gathering feedback and providing recognition to volunteers and sponsors where appropriate.
- Connect volunteers to additional Society opportunities such as donating or joining future projects.



- Attend and support the Summer Sagebrush Soiree fundraiser including briefly speaking about the Volunteer Program
- Follow existing guidelines for writing mid-summer and annual Stewardship Reports detailing results on the work accomplished.

Communications and Social Media Duties

- Give input to the Society Annual Social Media Content Calendar team to develop a schedule for summer posts.
- Contribute to Society communications by having trail work data available for marketing purposes and by collecting meaningful stories about accomplishing our mission in the field. This may include writing brief stories and/or being interviewed by Society staff.

2023 Overall Goals of the Stewardship Coordinator:

The Society expects the Stewardship Coordinator will:

- Provide excellent risk management at all times.
- Provide excellent communication and follow through on all projects and communications to build a positive reputation with volunteers and local partners.
- Build the Society's Stewardship Program capacity through both paid and volunteer labor.
- Build the Society's volunteer capacity for administrative and support functions.
- Work closely and communicate in a timely manner with the US Forest Service to build respect for and cooperation with the Society.
- Trails work priorities will be determined by and mutually agreed on by the SNRA staff and the Society and listed by March 2023 in a joint Society/USFS Trail Maintenance and Repair Plan. If the Stewardship Coordinator is available for a few hours in the off-season to participate in conversations leading up to this plan, that is ideal, but not required.
- The Society will have a successful 2023 Stewardship Program including the execution of the priority work plus the following: 6 projects that target a specific need on the trails beyond brushing and removing logs; projects for at least 40 volunteers under age 18.
- The highest priority work will address closed/damaged trails that will be opened to public access by the Society's volunteers and trail crew.



- Volunteers will be inspired to spread the word of the Society's programs to preserve, protect, and enhance the SNRA.
- Volunteers will be inspired to consider donating to the Society.
- The Society will retain a summary of the seasonal work performed for use in soliciting trails and volunteers project grants, informing the Board of Directors and donors about accomplishments, and posting timely social media content throughout the season.
- The Society will accomplish communications, social media, and collection of contact information for the donor database functions in a timely and efficient manner.
- The Stewardship Coordinator will learn new career skills in management, planning and/or fundraising through relevant mentoring from Board members and the Executive Director during employment.

Experience Required:

- College degree in relevant field or equivalent experience required.
- Trail crew experience required.
- Volunteer coordination experience preferred.

Equal Opportunity Employment:

The Sawtooth Society provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

