



Outdoor Recreation Council of Appalachia (ORCA)

Trail Maintenance Coordinator Position Description

Ohio University Community Work Study

Position Overview: ORCA is seeking a Trail Maintenance Coordinator to assist with leading and coordinating the Baileys Summer Youth Trail Crew, planning and leading trail maintenance work days, coordinating volunteer management and outreach, maintaining trail tools, and other tasks required to administer trail maintenance at the Baileys Trail System. The Baileys Trail System is a 58-mile mountain-bike optimized trail system located in the Wayne National Forest (www.baileystrailsystem.org). The trail system is currently under construction and will be 88-miles upon completion. The Outdoor Recreation Council of Appalachia (ORCA) manages the development and operations of the Baileys Trail System in partnership with the Wayne National Forest (www.orcaohio.com). This position is an Ohio University Work Study Position and all applicants must be eligible for the program to apply.

Responsibilities: The Trail Maintenance Coordinator's weekly responsibilities will be divided as follows:

- **65% Baileys Youth Trail Crew Leader:** The Trail Maintenance Coordinator will assist in leading the Baileys Youth Trail Crew. The Trail Maintenance Coordinator & their co-leader will oversee a crew of 4-6 youth (ages 14 and over) in addressing trail maintenance needs throughout the trail system. As a Crew Leader, the Trail Maintenance Coordinator will have the important job of leading the crew's daily activities, maintaining a safe environment, planning future trail projects, maintaining trail tools and equipment, and providing mentorship/coaching to youth. Youth Trail Crew Members are age 14 and over and are participants in Hocking Athens Perry Community Action's (HAPCAP) subsidized employment program.
- **15% Volunteer Trail Maintenance Activities Coordination:** The Trail Maintenance Coordinator will work alongside ORCA staff to plan and execute volunteer trail maintenance events on the Baileys Trail System. The Trail Maintenance Coordinator will assist with volunteer outreach, event marketing, project planning, and overseeing volunteer tasks at events.
- **10% Trail Maintenance Progress Tracking:** The Trail Maintenance Coordinator will work alongside ORCA staff to track progress on trail maintenance needs based on tasks completed by the Baileys Youth Trail Crew, trail contractors, staff, and volunteers. The Trail Maintenance Coordinator will monitor trail conditions, update online tracking methods, and prioritize maintenance needs.
- **10% Other Responsibilities as Needed:** Additional duties will be evaluated as needed and may include trail sign and materials development, volunteer hour tracking and reporting, event planning, and attending meetings with community members and regional stakeholders.

Position Schedule: ORCA is seeking to fill the Trail Maintenance Coordinator Position beginning on Ohio University’s Summer Semester First Session Open Date of Monday, May 12. The Work Study student may have hours eligibility differ between the first and second summer semesters. The position will conclude on Ohio University’s Summer Semester Second Session Closing Date of Saturday, August 16.

Ohio University Work Study Students may be eligible to work up to 36 hours per week from May 12 – August 16. ORCA will coordinate with applicants to create a schedule that works with the amount of hours they have available. The Trail Maintenance Coordinator will prioritize working alongside the Baileys Youth Trail Crew following the schedule below. Additional work tasks will take place in an 8am-4pm timeframe outside of the below schedule Monday-Friday with occasional weekend and evening commitments.

Opportunities to continue the position into the fall will be available depending on the student’s work study eligibility and interest.

Baileys Youth Trail Crew Leader Schedule:

Week of	Schedule	Total Hours***	Tasks
May 19 th	M, T, W, Th 8am-3pm (regular hours)	28	ORCA Training
May 26 th	T, W, Th 8am-3pm	21	ORCA Training Memorial Day (M) Off
June 2 nd	Regular	28	ORCA Training
June 8 th	Regular	28	First week with youth employees (Regular)
June 16 th	M, T, W	21	Juneteenth (Th) Off
June 23 rd	Regular	28	Regular
June 30 th	Off	0	Week Off for Independence Day Holiday
July 7 th	Regular	28	Regular
July 14 th	Regular	28	Regular
July 21 st	Regular	28	Regular
July 28 th	Regular	28	Regular. Final week with youth employees.
August 4 th	M, T, W	21	Leader Project. Wrap-Up & Thank-You Celebration

Qualifications: This position requires the ability to work independently and within a team setting, oftentimes managing multiple tasks at once. Excellent verbal and written communication skills and the ability to work with volunteers, the general public, and youth from a variety of backgrounds is required. The Trail Maintenance Coordinator must demonstrate professionalism, maturity, and a commitment to

safety. The Trail Maintenance Coordinator should be prepared for work in an office setting as well as outdoors in a variety of conditions (heat, humidity, rain, insects, etc.). The intern should be comfortable learning about and using trail tools and hiking extended distances over rough terrain. A strong interest in community and economic development, sustainability, and outdoor recreation is preferred. Prior experience working with youth, trail maintenance, outdoor recreation, and environmental education is preferred. The Trail Maintenance Coordinator must have the ability to work occasional evenings and weekends and have access to a personal laptop computer. The Trail Maintenance Coordinator must have a valid driver's license, be able to provide their own transportation to project sites, and be able to transport trail maintenance tools in their personal vehicle (a moving blanket will be provided). Work will be in-person at ORCA's office at 294 S. Harper St., Nelsonville, OH, throughout the Baileys Trail System, and at other trail systems in the region as needed.

ORCA will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. ORCA makes this program available to all without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability, political affiliation and religion.

ORCA's values, which guide our work are: community, quality of life, sustainability, innovation, inclusivity, and shared stewardship.

About Community Work Study: The Federal Community Work Study (CWS) program is one of the Campus-Based Aid Programs. This program provides community-based jobs to qualified Ohio University students. CWS awards are based on the result of the student's Free Application for Federal Student Aid (FAFSA). Undergraduate, graduate, and professional students are eligible for the program, with final eligibility determined by the Ohio University Office of Financial Aid. Since this a federally funded program, the student(s) cannot take part in partisan or non-secular activity as part of their CWS job. All positions are compensated a \$11/hour.

How to Apply: To apply for this position, a student will first need to determine work study eligibility. This can be done by requesting access to the Community Work Study group on GivePulse: <https://www.givepulse.com/group/436209>. Upon admission into the group, the student can access the position application, which will require the submission of a Resume, Cover Letter, and contact information for two references. Please reach out to elle@orcaohio.com with any questions.

About ORCA: The Outdoor Recreation Council of Appalachia (ORCA) was established in 2019 to utilize Appalachian Ohio's plentiful outdoor recreation assets, to diversify the regional economy, and to provide social, environmental, and health benefits for Ohioans. ORCA is managing the development and operations of the world-class Baileys Trail System, in partnership with the Wayne National Forest and Athens Bicycle Club.