



Appalachian Ohio Restore Corps (AORC)

Outdoor Recreation Council of Appalachia (ORCA)

Trail Maintenance & Programs Assistant AmeriCorps Volunteer Position Description 2026-27

1700 hours, Full Term &

Start Date: August 24th 2026 to End Date: August 19th 2027

AmeriCorps Supervisor: Kincaid Rood

Title: Trail Maintenance Manager

Contact Information: kincaid@orcaohio.com

Apply Here: [Application](#)

Eligibility:

- An AmeriCorps Volunteer must be at least 17 years of age at the commencement of service
- Have a high school diploma or its equivalent; must agree to obtain a high school diploma or its equivalent prior to using the education award.
- Be a citizen, national or lawful permanent resident alien of the United States. [\(45 CFR 2522.200\)](#)
- AmeriCorps Volunteers must not be listed on the National Sex Offender Registry or have a conviction of murder on their criminal records. Some host sites may have additional criminal history requirements.
- Appalachian Ohio Restore Corps does not test for substance use as part of the application or enrollment process. However, some host sites may have additional drug testing requirements as part of their onboarding, after an AmeriCorps Volunteer is selected.
- **AmeriCorps Volunteers are NOT employees.**

Benefits:

- An annual living allowance of \$24,000
- An annual living allowance of \$25,200 for Cohort Leader positions
- An education award of \$7,395 for a completed term of service to be used to pay student loans or for future education
- Health care coverage for AmeriCorps Volunteers serving in a full-time capacity
- Child care (if income eligible) serving in a full-time capacity
- Mileage, training, and supplies budget totaling \$1,170
- Assistance finding comfortable and affordable housing in your service community

- Professional development and training opportunities including valuable certifications and industry credentials
- Joining a family of AmeriCorps Alums in the region committed to lifelong-service and activism
- Student loan forbearance for eligible Federal student loans
- Countable payments towards the Public Service Loan Forgiveness program, if eligible and enrolled in an approved income-driven repayment plan
- Networking with local non-profit and government leaders
- Connection to post-service careers with Employers of National Service and relationships regional employers

Skills & Qualifications: This position requires the ability to serve both independently and in a team setting. Excellent organizational and communication skills, the ability to operate under deadline pressure and the ability to handle multiple tasks are vital to success in this position. Knowledge of MS Office software packages and general computer skills are required with experience in database management preferred. A strong interest in community and economic development, sustainability, and outdoor recreation is preferred. Ability to ride a mountain bike and familiarity with mountain biking and bike maintenance are preferred. Past experience or interest in trail maintenance is preferred. Must have transportation and a valid driver's license. The ability to recruit and serve with volunteers is essential. Ability to speak in public settings is preferred. AmeriCorps Volunteers must possess the ability to perform outdoors in adverse weather conditions (heat, cold, insects, etc.), be able to carry 40 pounds and to hike extended distances over rough terrain. Service may be performed in an environment of indoors and outdoors with moderate noise levels. Will have to interact with Petroleum distillates, Polyurea Grease, Hydraulic Disc Brake Fluid, and other chemicals used in the operation of a mountain bike and bike maintenance.

Schedule: Usual hours of service will be M-F during regular office hours of 8:00-5:00pm. The ability to serve flexible hours, including evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of seasonal changes such as inclement weather or other extended activities. Hours may fluctuate due to site visits, attendance of public meetings, tabling events, and programming or volunteer events at the Baileys Trail System. The AmeriCorps Volunteer may choose to serve weekend office shifts, if preferred.

Location(s): 296 S. Harper Street, Nelsonville, OH 45764, throughout the Baileys Trail System

AORC Address: 9030 Hocking Hills Dr. The Plains, OH 45780

Purpose: AmeriCorps Volunteers in this program will be responsible for healthier streams, a more robust circular economy for community resources, a more engaged public acting as conservationists for ecosystems, increased direct service through volunteerism, and progress in their own workforce pathway. Through restoring and conserving the environment, building the next generation of leaders, helping small communities do big things, and building capacity, this AmeriCorps Volunteer will contribute to a better quality of life for Ohioans.

Essential Functions of this AmeriCorps Position:

- Report to and maintain effective professional communications with ORCA Trail Maintenance Manager and ORCA staff
- Assist in the management of volunteer trail maintenance procedures, planning, and communications for the Baileys Trail System
- Log Baileys volunteer hours reported online, via email, or via phone call
- Develop posts for volunteer events for social media and platforms like givepulse
- Assist in development, planning, implementation, and evaluation of environmental and recreational programs and special events
- Lead volunteer trail maintenance activities at the Baileys Trail System with adults and youth.
- Reliably attend in-person service that supports education, conservation and restoration, food and resource access and distribution, heritage and resource-based tourism, and public lands access, in accordance with ADA requirements.
- Support other Appalachian Ohio Restore Corps AmeriCorps Volunteers and their programs.
- Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities. This position requires a minimum of 10% and a maximum of 20% of service in training hours to be eligible for the Segal Education at the end of successfully-completed terms. All training hours must be logged between the official start and end date. Examples of training AmeriCorps Volunteers can participate in include: Red Cross CPR/First Aid, Wilderness First Aid, Project Wet & Wild, LeaderCorps, & Public Speaking.
- Complete monthly activity reports, narrative reports (OnCorps Great Stories), required timesheets and periodic reports through the OnCorps online system and Google Drive.
- Attend one career workshop that is hosted by Rural Action Leadership & Service staff.
- Complete Midterm and End of Term Evaluations and paperwork.
- Attend required AORC and Buckeye Trail Association meetings and events.
- Potential for work-related travel to trainings and post-training unsupervised trail maintenance

Other Duties & Responsibilities of AmeriCorps Volunteer:

- Assist and attend ORCA-managed Baileys Trail System events
- Assist with the development of mountain bike, bike maintenance, or other outdoor recreation/conservation programming
- Help lead summer trail maintenance workers for special projects
- Answer community inquiries about the Baileys Trail System and ORCA
- Recruit, train and manage volunteers for events and other volunteer opportunities
- Assist with outreach including mailings and development of promotional materials, and attending and representing the organization at tabling events
- Assist and inform organizational policies and procedures for ORCA programs and activities
- Collaborate on project development and implementation
- Assist with fundraising for trail rides and volunteer events that happen within the AmeriCorps Volunteer term.
- Assist with social media, email, and website promotion
- Serve alongside Baileys Trail System Volunteer Maintenance Crew
- Meet all safety requirements and all applicable OSHA safety standards that pertain to the essential functions of the position and all agency safety procedures. Report any damage or safety concerns to appropriate personnel
- Complete in person orientation. AmeriCorps Volunteers will learn about AmeriCorps benefits, prohibited & unallowable activities, AORC AmeriCorps Volunteers expectations, training

opportunities, regional history & culture, and various personal & professional development opportunities available to them throughout their term.

Additional Information: Personal transportation is required. 296 S. Harper St. Nelsonville, OH 45764, throughout the Baileys Trail System is accessible to AmeriCorps Volunteers of the community with disabilities.

Rural Action, Appalachian Ohio Restore Corps and Buckeye Trail Association will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. Rural Action, Appalachian Ohio Restore Corps makes this program available to all without regard to race, religion, color, national origin, sex, age, orientation, disability, or political affiliation.

_____	_____
Print Name, AmeriCorps Volunteer (as listed on formal documentation)	Date

Signature

_____	_____
Print Name, AmeriCorps Supervisor	Date

Signature

Date and initial the position description was edited/finalized by AORC program staff