



Northern Forest Canoe Trail Assistant Trail Director

Position Description

The Northern Forest Canoe Trail seeks an **Assistant Trail Director** to help design and implement projects along our 740-mile water trail and along adjacent waterways. The Assistant Trail Director will work with our Trail Director, a summer stewardship crew, volunteers, community groups, and land managers to complete waterway access, campsite, and portage trail projects and assist with community events, with a focus on the western section of our trail (NY, VT, and Quebec).

Responsibilities

- **Project planning:** help identify projects that improve public access, increase accessibility, reduce environmental impacts and enhance user safety
- **Project development:** assist with project design, landowner approval, grant writing and permitting
- **Crew oversight:** help hire, train, and oversee a summer stewardship crew consisting of three college age stewardship interns
- **Volunteer management:** Recruit, train and provide oversight for our volunteer Waterway Stewards in New York, Vermont, New Hampshire and Quebec
- **Waterway Work Trips:** Provide support for summer volunteer waterway work trips.
- **Landowner Relations:** Communicate with landowners and conduct annual check-ins
- **Site monitoring and maintenance:** complete monitoring visits and maintenance of trail infrastructure, such as access steps, interpretive kiosks and sign-in boxes
- **Assist with other programmatic events,** such as volunteer gatherings, community paddles, races, and educational workshops

Desired Qualifications

- College degree in an applicable field
- 3+ years of experience in natural resources or trail maintenance fields
- A passion for conservation and the outdoors
- Trail maintenance and basic carpentry skills
- Prior trail crew leader experience
- Enthusiasm for paddling specifically and outdoor recreation in general
- Experience leading and instructing others in a field setting
- Experience working with volunteers
- Chainsaw experience and certification
- Strong interpersonal, communication, and writing skills
- Competence with Microsoft Office and GIS programs (ESRI or QGIS)
- The ability to develop programs, crew schedules, and budgets
- Familiarity with the region and its communities

Our organizational culture encourages the ability to work both independently and as part of a team. We value creative problem solving, initiative and innovation. We work hard, but do so in a fun, supportive environment. This is a part time (0.75 FTE) year-round position, compensated at \$23-\$27/hour. We have a benefits package including health insurance, paid holidays, vacation and sick

time and a retirement plan. We offer travel reimbursement, a flexible work location and a flexible work schedule (Sept-May). This position involves significant time in the field, including overnight travel and camping. The field season (May-September) by nature is physically demanding, requires working outside, and camping in the field with our stewardship crew five days per week for 9 weeks). In the “off season” (October-April) work is mostly indoors and computer based with occasional need to visit prospective project sites and partners during the fall and spring.

About the Northern Forest Canoe Trail

The Northern Forest Canoe Trail protects and stewards a 740-mile water trail that links the communities of New York, Vermont, New Hampshire, and Maine. Our trail creates opportunities for a variety of outdoor experiences in the region - from short paddle outings to extended camping trips. Through quality management and collaborative community partnerships, our trail contributes to the economic resilience of the region and promotes the health of its lands and waters. Drawing on our extensive experience working in challenging, ecologically sensitive, and often remote environments, our stewardship program seeks to implement practices that are flexible, durable and innovative.

We value access to the outdoors. By improving access to the waterways of the region, providing navigational materials and inspiration, coordinating events and youth programs and organizing volunteer work trips, we encourage people to have active experiences and build stronger connections. We create opportunities to connect with each other and the environment in order to protect the places and relationships that sustain us and provide the framework for individuals, families and businesses to thrive.

More at northernforestcanoetrail.org

Apply

Send a cover letter and resume to noah@northernforestcanoetrail.org, subject: “Assistant Trail Director.” Applications will be reviewed on a rolling basis. Start date is flexible (fall 2025).