



F R I E N D S O F
SCOTCHMAN PEAKS
W I L D E R N E S S

July 9th, 2021

POSITION: Program Coordinator

REPORTS TO: Executive Director

LOCATION: Bonners County or Western Sanders County

CLASSIFICATION: Full-time summer & half-time winter (3/4 time overall). Hourly, Non-Exempt

POSITION SUMMARY

The Program Coordinator will provide leadership, coordination and oversight of the Friends of Scotchman Peaks Wilderness (FSPW) outreach, education, and stewardship programs. **This position will have the primary oversight over four of our main programs: Summer Trails Stewardship, Trail Ambassador, Hiking in the Scotchmans, and Winter Tracks Outdoor Youth Education.** In addition, this position will lead in planning and outreach and education events across the region.

The Program Coordinator will be responsible for accomplishing the objectives below either by handling in person, or by coordinating with staff members and volunteers to achieve them. The position will report to the Executive Director. The Program Coordinator will also work collaboratively with external partners including other non-profit organizations, educational institutions, and agencies.

The position will require previous experience with trail building and enthusiasm for physically-taxing work outside, including trail work in the summer and outdoor education with youth in the winter. The successful candidate will bring managerial, coordination, teaching and supervisory skills along with a collaborative, team-oriented spirit and a deep passion for wilderness and interest in the Scotchman Peaks.

Manage Summer and Winter Stewardship and Outdoor Education Programs (70%)

- **Plan, implement, and manage trail maintenance/stewardship program.** Includes coordination with the Idaho Panhandle and Kootenai National Forests and partner organizations (including Idaho Trails Association); plan season goals and objectives, project calendar; train and empower volunteer crew leaders; recruit, train, deploy, and thank volunteer crew leaders and volunteer crew members; maintain our tool cache.
- **Plan, implement, and manage Trail Ambassador program.** Includes coordination with Idaho Panhandle National Forest and Idaho Department of Fish and Game; plan season schedule; and recruit, train, deploy, and thank volunteers.
- **Lead on and coordinate with other staff, FSPW's winter and summer hike series.** Specifically, identify and recruit volunteer hike leaders.
- **Oversee Winter Tracks program.** Includes coordination with schools and venue(s); setting dates; recruiting, managing and thanking volunteers. This includes telling the Winter Tracks story and

engaging with the schools to expand the impact beyond the single field day. Coordinate with FSPW's Lincoln County and Sanders County outreach coordinators on logistics and reporting of objectives for entire Winter Tracks program across all three counties.

- **Look for outdoor education opportunities with local youth, beyond Winter Tracks.** Examples include participation in events with schools and Head Start; taking students on early season trail days, partnering with youth-focused organizations on outings and learning opportunities.

Bonner County Outreach and Fundraising Events (20%)

- Be the lead person on coordinating some outreach and educational events and assist with other events. They may include, but are not limited to:
 - Outreach events (7B Sunday, Sandpoint Earth Day, 4th of July parade, Bonner County Fair)
 - Small fundraisers (Brews for Benefits, Tap Takeover, Giving Tuesday or Idaho Gives events)
- Support annual events which may include: Anniversary event, State of the Scotchmans, Wild Night for Wilderness, Aid Station for CHaFE 150
- Other events as needed or appropriate.

Communications and Community Building (5%)

- Represent FSPW's mission and values within our local community and within the wilderness stewardship and advocacy community.
- Represent FSPW at conferences and gatherings as appropriate.
- Occasional blog writing and sporadic social media postings.
- Create List serve messages, specifically around program volunteer recruitment and events.
- Organize recruitment events or attend events to recruit volunteers.
- Assist with developing recruitment materials, both print and digital.
- Be available for interviews with the media including an occasional radio interview.

Administration (5%)

- Attend weekly and quarterly staff meeting.
- Collect and compile data and narrative info for annual and grant reports and other media.
- Work with the Executive Director and supervisor to develop annual program budgets.
- Develop, implement, refine, and improve policies and procedures to ensure safety in the field and satisfaction and retention of volunteers.

QUALIFICATIONS

*This position will **require**:*

- Minimum 2 years of experience working collaboratively with other staff managing, training, and supervising volunteers.
- Minimum 2 years of experience managing stewardship, education or outreach programs.
- Ability to travel regularly in Montana and Idaho, year-round, usually for a day, but occasionally longer for multi-day projects or conferences.
- Have dependable transportation, insurance and a valid drivers' license.
- Excellent communication skills and ability to work collaboratively with staff, board, external partners (non-profit groups and agencies), volunteers, community members, and others.

- Experience with multiple social media platforms, specifically Facebook, Instagram, and Twitter.
- Experience with reporting and budgeting.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- High level of physical fitness and ability to lift 50 lbs. or more and walk 5 to 10+ miles daily in a backcountry setting, carrying a fully loaded backpack and tools.

Highly desired qualifications include:

- Minimum 2 years of experience managing a trails stewardship program in wilderness or recommended wilderness and working in partnership with the US Forest Service.
- Experience training others in traditional tool use in a wilderness setting.
- Experience working for a non-profit.
- Experience in developing or teaching from a curriculum.

TIMING AND HOURS

- Start in late October or early November 2021 (20 hours per week)
- Average three quarters time per year, with this basic schedule:
 - Full-time, 40 hours per week, mid-April through mid-October.
 - Part time, 20-30 hours/week, mid-October through mid-April (depending on organizational needs and applicant's availability.)

COMPENSATION

Rate of Pay: \$15 to \$17/hour DOE; with potential for merit-based raise at end of first year. FSPW offers a flexible work schedule. Full- and ¾-time employees are eligible for PTO and Paid Holidays.

TO APPLY

Submit a cover letter, resume and contact information for three references combined into a single PDF file to info@scotchmanpeaks.org. Subject line: **Program Coordinator**. Preference given to those submitted by **August 30th**. Position open until filled.

ABOUT FSPW

FSPW unites Montanans & Idahoans to build grassroots support to save the wild Scotchmans through outreach, education, stewardship, and advocacy. We work alongside dedicated and passionate board members, volunteers, and supporters to ensure all of our children and grandchildren can discover the wonder of nature, right here in our wild backyard.

Good stewardship of our public lands begins when someone steps up to advocate for protecting their favorite places. When people step forward to work with boots on the ground, they are more than just good stewards; they are also advocates willing to put time, money and sweat into making their intentions of preserving a landscape into a reality. Our trails stewardship, trail ambassador/mountain goat education and winter tracks programs are supported each year by over 150 unique volunteers.

www.ScotchmanPeaks.org