



September 2020- August 2021 Service Year POSITION DESCRIPTION

Position Title

Stewardship Coordinator

Sponsoring Organization

Stowe Trails Partnership, Stowe, Vermont

Sponsoring Organization's Mission

Stowe Trails Partnership (STP) is a non-profit, member-driven organization that partners with the community in building and maintaining a world-class trail network. STP cultivates a multi-use and interconnected trail network of over 35 miles that supports and sustains a vibrant recreation culture in Stowe. Stowe's trails are links within the community; they create avenues by which residents and visitors can experience Stowe in an immersive natural way, and they encourage an active, healthy appreciation for the outdoors.

Goals for the ECO AmeriCorps Position

The primary goals and responsibilities of the ECO AmeriCorps Position include managing and collecting trail data and information; coordinating community outreach programs; and developing best practices for public trails in Vermont.

Essential Functions. Functions that the applicant must be able to perform

- 1) Manage informational trail sits for STP, including the collection of trail surveys, trail counter data, and engaging with the public on environmental education topics.
- 2) Develop standards for best management practices for maintenance and building on public trails in the State of Vermont. Factors include, but not limited to, water quality, erosion controls, and long-term sustainability.
- 3) Assist in researching the impacts of emerging recreation trends on the local trail system and the environmental and community impact.
- 4) Recruit, coordinate, and support volunteers to assist with weekly trail days, stewardship projects, and activities scheduled in STP's trail management plan including trail and infrastructure maintenance.
- 5) Coordinate weekly engagement events for a variety of populations including veterans, LGBTQ+, individuals with disabilities, and youth by creating and maintaining partnerships, recruiting participants, managing volunteers and leading the event.
- 6) Maintain volunteer logs that track program numbers, outcomes, and stories.

- 7) Create press releases, newsletter articles, and content for print, web, and social media.
- 8) Represent STP at various public outreach events, including the B3 Festival, Season Kickoff Party, and Leaf Blower Fall Mountain Bike Festival.
- 9) Assisting with communications and registration before events, helping coordinate and host events.
- 10) Writing a final report outlining the year of service, documenting the number of hours spent providing outreach, recommendations for future outreach, and evaluating the Trails & Outreach program.
- 11) Participate in ECO AmeriCorps Training, Service Days, Events, and Program Initiatives.
- 12) Engage in professional and personal development activities and networking opportunities.

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

- Additional outreach may entail communicating with landowners who host public trails, promoting collaborative efforts among partner organizations and programs, membership assistance, direct mailing, and database updates.
- Complete special projects as STP needs and trail user interests dictate.

Projects May Include

Stowe Trails Partnership's proposed service project is to improve our 35 miles of public trails by engaging with users through trail and outreach programs. The primary goals and responsibilities of the position include managing and collecting trail data information, coordinating community outreach programs, and developing best practices for public trails in Vermont. Our project would focus on these three focus areas to address ECO AmeriCorps performance measures.

The data collected from our trail networks will improve over 22,400 acres of trails in Stowe, by helping to understand the behavior patterns and frequency of users. The community outreach program provides environmental education to our users and volunteers. In 2019, we worked with over 250 volunteers on various trail projects throughout Stowe. Our project would also focus on information gathering to help determine best practices for trail building and maintenance. This would positively affect water quality in our area, including the seven miles of the Little River that runs through our community.

Desired Qualifications

- General love for and enthusiasm of the outdoors, trails and recreation (including mountain biking)
- Highly motivated individual willing to solve problems and take on challenging tasks
- Service ethic and a desire to do meaningful and challenging service to better a community
- Conscientious, reliable, punctual, organized, well-organized and detail-oriented
- Must have access to a car and have the ability to travel independently to statewide events
- Ability to serve outdoors in inclement weather
- Strong public speaking and writing skills
- Ability to use hand tools on community trails
- Be able to work independently and as part of a team while maintaining excellent communication with supervisor
- Have excellent people skills; be outgoing and tactful; have a positive and collaborative attitude
- Be able to coordinate and direct adult and youth volunteers

- Willingness to serve evenings and weekends

Networking Opportunities

The member will have multiple opportunities to network in their service position with STP.

Opportunities include:

- Vermont Mountain Bike Association Chapter meetings
- Vermont Trails and Greenways Council meetings
- Community partners meetings
- Lamoille County Non-Profit Roundtable discussions

There are also many other meetings, discussion groups, and informal get-togethers with professionals in the environmental and recreation sector. The ECO member will have ample opportunities to network and be out in the community.

Service Conditions

The position involves both field and office service. Some weekend and evening service required, particularly during the summer months.

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.