



## **Job Opportunity: Trails Coordinator Part-time**

**Location:** Mt. Tamalpais Watershed, Marin County, CA

**Contract Duration:** One-Year

**Organization:** Redwood Trails Alliance in partnership with Marin Water

**Schedule:** Part-time (16-24 hrs a week)

Redwood Trails Alliance (RTA) is seeking a dedicated and self-motivated **Trails Coordinator** to join our team in supporting the Marin Water trails management program on Mt. Tamalpais in Marin County. This role is ideal for an individual with a strong background in trail design, trail assessment, and trail maintenance, who is also passionate about engaging the public in stewardship of public lands. The successful candidate will be responsible for inspiring volunteers, coordinating trail workdays, and ensuring the sustainability of trails within the Mt. Tamalpais Watershed.

## **Key Responsibilities:**

### **1. Trail Assessments**

- Conduct trail condition assessments under the direction of Marin Water staff to prioritize volunteer projects.
- Identify trail sections in need of maintenance or improvements and determine necessary resources.
- Assess project-specific environmental constraints and mitigation measures with district support.
- Coordinate trail signage maintenance with district staff.

### **2. Volunteer Trail Days**

- Plan and lead 1-2 volunteer trail workdays per month in coordination with Marin Water staff.
- Provide technical and hands-on trail expertise during volunteer events.
- Organize annual volunteer event scheduling and outreach efforts with district staff.
- Confirm volunteer attendance and ensure necessary staffing, tools, and materials for successful project completion.
- Develop project schedules detailing tasks, labor, materials, and estimated costs.
- Coordinate procurement of materials and site preparations with district staff.
- As needed, coordinate volunteer trail projects with other contractors conducting trails work.
- Ensure compliance with all safety and environmental regulations.

- Track and summarize volunteer trail accomplishments.

## **Preferred Skills & Requirements:**

- Experience in trail design, assessment, and maintenance.
- Strong leadership and communication skills to inspire and engage volunteers.
- Ability to work independently and collaboratively with staff and volunteers.
- Knowledge of environmental regulations and safety standards.
- Project management skills, including scheduling, budgeting, and resource coordination.
- Experience coordinating volunteer or community engagement programs is a plus.
- Ability to work outdoors in variable weather conditions and on rugged terrain.

## **Job Compensation Description:**

We are seeking qualified candidates at a prevailing wage rate of \$67.50 per hour. This wage includes a base rate of \$37.45 per hour and an additional \$30.05 per hour allocated to compensate for healthcare and pension benefits.

Please note that no benefits (such as health insurance, retirement contributions, or paid leave) are offered for this position. Compensation is provided on an hourly basis, and all earnings are paid directly to the employee.

If you are passionate about trails, public lands, and community stewardship, we encourage you to apply for this rewarding opportunity to make a lasting impact on the Mt. Tamalpais Watershed.

### **How to Apply:**

Interested candidates should submit a resume and cover letter detailing their relevant experience to [jobs@trailsalliance.org](mailto:jobs@trailsalliance.org).

*Redwood Trails Alliance is an equal opportunity employer. We encourage individuals of all backgrounds to apply.*

### **About Redwood Trails Alliance:**

Redwood Trails Alliance (RTA) advocates for trail stewardship, conservation, and outdoor access across Sonoma, Napa, and Lake Counties. We unite volunteers, land managers, trail users, and groups to create sustainable trails that connect people to the North Bay's landscapes while protecting natural resources. With decades of experience in trail building, education, and community engagement, we provide volunteer opportunities, stewardship education, and expert trail planning and construction.