



PROJECT COORDINATOR – Call for Applications

ALBERTA HIKING ASSOCIATION

CROWSNEST PASS TRAIL INITIATIVE

Position Overview

The Project Coordinator will develop and direct a new non-motorized trail volunteer group in the Crowsnest Pass area. The group will assist Alberta Public Lands staff by upgrading current trails or building new ones. These trail projects will improve accessibility, attractiveness and sustainability for local people and visitors and lead to more active engagement of trail users to plan, build and maintain a high quality trail system in SW Alberta.

Reporting: The Project Coordinator will report to the Chair, Board of Directors, Alberta Hiking Association.

Position Type: Contract position (June to November, 2024 - project completion into 2025).

Contract compensation - \$35.00/hour plus some expenses.

Submit your application to don.cockerton@telus.net by end of day, Friday, May 31, 2024.

Position Responsibilities:

1. Liaise with Alberta Forestry and Parks staff, Crowsnest Pass District to Construct identified trails

- Communicate and work with Alberta Forestry and Parks staff to develop a Work Plan for volunteers for the 2024 construction season. This will include determining locations and standards for priority projects. Coordinate with government staff if tree clearing (chainsaw) work is required. Work Plan to include estimated time, dates, personnel, equipment and tools to complete the project.
- Coordinate, layout and schedule construction of identified hiking trails (Star Creek upgrade, Allison Lake Connector, recommendations for new trailhead parking and connector trail for Turtle Mountain trail).
- Ensure that Star Creek and Allison Connector projects are completed to standard and reported on by November 30th, 2024
- Ensure that all public/community consultation and appropriate planning and approvals are in place for the Turtle Mountain re-route, and reporting on these processes is completed by November 30th, 2024. Turtle Mountain trail re-route project will be completed in 2025.

2. Volunteer Recruitment, Training and Coordination

- Prepare a Work and Communications Plan that will guide recruitment, training and recognition of volunteers.

- Recruit and manage a team of volunteers to assist in the above-noted trail construction.
- Schedule and arrange for necessary training for up to 3 volunteer Crew Leader positions to assist the Coordinator to provide adequate supervision and communication with volunteers.
- Ensure provincial OH & S requirements are maintained for volunteers.
- Ensure that Volunteers have positive learning experiences, are recognized for their efforts and celebrated in the community.

3. Reporting

- Report to the Chair, Board of Directors, and AHA as required on the project progress and outcomes. Report any risks or issues in a timely manner through appropriate channels.
- Prepare monthly reports on trail construction progress making prioritized recommendations on specific actions needed to address identified trail issues.
- Prepare and submit a final Crowsnest Pass Trail Initiative Report to the AHA Board of Directors for submission to the Government of Alberta by November 30, 2024. This should include opportunities and recommendations to build hiking trail volunteer capacity in the project area over the next few years.

4. Other

- Anticipate and resolve issues and mitigate risks or seek AHA Board assistance as needed.
- Report expenditures, track project milestones, retain receipts.
- Prepare and submit grant report documents to the AHA board to enable them to properly report to the Government of Alberta.
- Track mileage and submit expense reports on an agreed upon basis.
- Ensure compliance with Alberta Forestry and Parks and AHA policies and requirements.
- Strengthen relationships between the AHA and external organizations.

Required skills and qualifications:

- Proven experience in trail construction and maintenance, plus project management or coordination.
- Competent in Microsoft Word, Excel, PowerPoint, email and Zoom video conferencing.
- Experience with coordinating volunteer teams and related records/databases.
- Class 3 or higher driver's license with access to a reliable vehicle for work purposes.
- Strong written, verbal, and presentation skills.
- Excellent interpersonal and team skills.
- Ability to work independently with minimal direction.
- Demonstrated ability to hike safely in remote wilderness locations.
- Qualified in St. Johns Standard First Aid.

Preferred skills and qualifications:

- Bachelor's degree (or equivalent experience) in a relevant field.
- Passionate about hiking, Alberta's outdoors, and the development of sustainable outdoor recreation in Alberta
- Knowledge of the Crowsnest Pass area and its hiking infrastructure and opportunities is strongly preferred