



Idaho Trails Association | P.O. Box 165 | Boise, Idaho 83701

www.idahotrailsassociation.org

Idaho Trails Association Seeking Youth Program Coordinator

Idaho Trails Association is seeking a full-time Youth Program Coordinator to help ITA expand its existing youth trail projects into a year-round youth program, engaging young people from across the state in trail maintenance and learning about the natural world. Our goal is for program participants, through outdoor experiences, to develop a love for wild places and natural resource stewardship as well as knowledge of outdoor-related careers and fields of study.

About ITA

In existence since 2010, ITA is a 501(c)(3) non-profit that helps maintain our state's incredible trail system. We work with a variety of public land managers and partners. Since our founding, we have engaged thousands of volunteers in working as part of a crew to remove logs, trim brush, and restore trail tread. In 2019, we hosted two weeklong youth trail projects and since then our youth program has grown to 6-8 projects each year. The Youth Program Coordinator position is vitally important to our efforts to grow and engage more young volunteers in trail stewardship and learning about the natural world.

Position Description

The Youth Program Coordinator will oversee planning, coordination, and logistics of youth trail projects, as well as educational programming and outreach during the off-season. This position will lead college and university outreach, working with the Trail Projects Director and other ITA staff to connect with schools across Idaho and offer trail project opportunities to students. They will be the crew leader for many youth projects and provide support for volunteer youth project leaders on others. This position requires a highly motivated and well-organized trail enthusiast with a passion for outdoor education.

Responsibilities of this position include the following:

- **Operations.** Plan current and outyear youth trail projects across Idaho, working with ITA Trail Projects Director and land manager partners. Ensure safe and high-quality projects; maintain inventory of youth program tools and gear. Obtain and assess volunteer feedback after projects.
- **Risk management.** Implement safety training, safety plans, emergency procedures, and communications plans for youth trips.
- **Community engagement, outreach.** Work across Idaho to plan education and outreach events that engage youth and encourage new members and volunteers.
- **Program development.** Develop curriculum/programming for youth trips of varying "levels", from younger teens with little outdoor experience to older teens and college students, allowing them to seek challenge and develop skills and confidence. Assist with fundraising and partnerships to build support for ITA's youth program.
- **Communications.** Lead communications/POC with youth volunteers and parents/guardians. Create opportunities for communication throughout the year.
- **Administration and reporting.** Report youth program accomplishments, track/manage project expenses, assist with outyear budgeting.
- **Leader recruitment and training.** Coordinate training and support of volunteer youth crew leaders. Recruit new volunteer youth leaders.

This job is home-based. Travel is required for outreach and educational events and to lead and/or participate in trail projects throughout Idaho's beautiful backcountry. Travel is throughout Idaho, with occasional evening and weekend commitments.

Candidate Qualities and Experience

The ideal candidate possesses proven experience working with young people, preferably in an outdoor environment. Experience in trail maintenance is ideal. They work well with diverse groups of people; our partners and volunteers are key to our success. They are comfortable working in both an office setting and working (and camping) in a backcountry environment. The candidate values the safety and wellbeing of volunteers, is an effective communicator both oral and written, and is proficient in planning, overseeing, and implementing outdoor educational experiences and trail projects. An aptitude for logistics is a priority, as ITA is growing - and with that growth comes the need for efficient planning, attention to detail, and support for multiple projects during any given week of the field season. Desired experience, skills, and other qualifications include the following:

- Personal alignment with and passion for ITA's mission and values
- Ability to work independently with integrity, transparency, a positive attitude, and a proactive approach to work
- Ability to communicate with people of all backgrounds and a genuine love of working with people; our volunteers are the heart of our organization.
- A focus on safety, working with volunteers of all experience and ability levels. Ability to identify and mitigate potential hazards and develop safety plans. Our top priority is that volunteers have a safe experience.
- Attention to detail in project planning, with the ability to develop detailed plans for trail projects, tools, equipment, food, and any other items needed to ensure a safe, successful, and fun project.
- Experience in trail maintenance, especially crosscut saw use. Ideally, certified as a "B" sawyer under the National Saw Program. Experience and ability to maintain ITA's tools and tool cache.
- Experience in leading trail projects in a wilderness or backcountry setting, ideally including experience organizing food for projects.
- Aptitude for managing complex projects, with experience in logistics and organizing and supporting projects.
- Ability to engage and work with multiple partners at all organizational levels, internally and externally. Experience working in partnership with the US Forest Service and other Federal and State land managers.
- Ability to assist with fundraising and grant writing.
- Ability to adapt to changing conditions and priorities, and to be proactive in planning for contingencies (i.e., weather, volunteer cancellations, USFS priority changes, logistical challenges) while maintaining a positive attitude.

This position reports to the Executive Director and works collaboratively with the Board of Directors and ITA staff. Salary starts at \$45,000/year and includes the following benefits:

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| - 11 paid holidays | - Mileage for personal vehicle use |
| - Flexible work schedule | - Annual stipend for purchase of outdoor gear (boots, etc.) |
| - Paid Time Off, increasing with longevity | - Opportunity to earn annual bonus |
| - 3% IRA employer match | |
| - Monthly cell phone stipend | |

To Apply

Please submit a cover letter, resume, and contact information for three references in a single PDF. Send via e-mail to jobs@idahotrailsassocation.org with the subject line "Youth Program Coordinator" by or before October 30, 2025