



## Field Projects Coordinator Position:

### POSITION SUMMARY

CFI is looking for a highly organized, self-motivated, technically proficient (in *all* aspects of trail work) individual with excellent communication skills to fill this exciting new position. This position will help support all of CFI's seasonal trail crews and will be primarily field based with some non-field work required. Approximately 90% of the time will be spent in the field and the other 10% will consist of non-field-related duties. The successful candidate must have the ability to make challenging decisions on their own, work autonomously with minimal supervision, and possess the skills to effectively support and manage multiple, complex, multi-faceted crews/projects simultaneously.

*Ideal candidates should have at least 5+ years of technical trail building experience, with a minimum of 3 of those years in a leadership capacity. Advanced knowledge of griphoists and rigging equipment is preferred as is holding a current (or possessing the skills to obtain) a "B" level USFS chainsaw certification.*

The following summary is for your reference. It is not exhaustive; therefore, actual duties may vary from what is listed.

**Position:** Field Projects Coordinator

**CFI Seasonal Period:** May 1<sup>st</sup> – October 15<sup>th</sup>

**Full Time Start Date:** May 1<sup>st</sup>, 2025

**End Date:** October 10<sup>th</sup>, 2025

**Pay Rate:** \$30.00-\$35.00 per hour depending on experience

**Reports to:** CFI Field Programs Managers

### PRIMARY ROLES AND RESPONSIBILITIES (not exhaustive)

- Work closely with CFI's Field Programs Managers and the Nomads Crew Operations Coordinator to aid and support in the planning and implementation of CFI's seasonal field projects.
- Project planning, budgeting, and management: Assist in the coordination of pre/post season project planning and logistics and provide project management and oversight throughout the field season, with all of CFI's seasonal trail crews. Help determine human

resources, equipment, and materials needed to accomplish projects - assist with producing project budgets.

- Train staff on high elevation trail construction and restoration techniques for work at high altitude (11- 14,000'); extensive rock work, timber work, dirt work and restoration work including rock steps and walls, constructing structures with native and/or dimensional timber, full-bench construction, alpine tundra stabilization, trail reclamation and re-vegetation.
- Regularly report on seasonal staff performance and skills progression to the CFI Field Programs Managers.
- Assist with CFI's Hiking Use Monitoring program and the installation and removal of infrared trail counters at various locations across the state.

### **FIELDWORK: PROJECT SUPPORT, TRAINING, & MANAGEMENT (90%)**

- Field Staff Training: Assist the Field Programs Managers with the planning, organizing, and implementation of CFI's annual seasonal staff training, to include topics on trail construction techniques, safety and risk management, outdoor leadership, and CFI policy/procedures.
- Conduct on-mountain technical skills training with crews as needed over the course of the field season.
- Develop training plans, documents, and curriculum to be used for training CFI field crews.
- Assist in the planning, coordination, and implementation of 14er trail construction, maintenance, and restoration projects as assigned.
- Equipment management: purchase, track/inventory, maintain/repair, and purchase tools and base camp equipment needed for CFI crews to be successful in their objectives.
- Help coordinate/facilitate the transportation of supplies and materials from the trailhead to base camp via horse packers or llamas.
- Train seasonal staff in setup, operations, and maintenance of all field equipment.
- Supervise/train seasonal field staff throughout the field season in trail construction techniques.
- Assess and track seasonal staff skills progression and provide structured feedback and plans for individual and crew improvement.
- Monitor work quality and progress of individual staff and crews and provide updates to the CFI Field Staff Management Team on a bi-weekly basis.
- Work to develop more efficient and productive sustainable trail construction techniques and volunteer practices.
- Coordinate with youth/conservation corps partners, including developing work contracts, schedules, and inspecting project performance.
- Report on the progress of field projects as appropriate to the Programs Director, Field Programs Managers, CFI Executive Director, Programs Committee, and Board of Directors.
- Coordinate as needed with volunteer groups to ensure a safe, productive, and enjoyable volunteer experience.
- Lead volunteer projects alongside the Nomads Crews as assigned.
- Support CFI's Hiker Use Monitoring Program and travel to trail counter installation sites as needed throughout the field season.

## **NON-FIELD WORK: PLANNING & REPORTING (10%)**

- Some office time will be required for reporting and planning. “Office time” can be worked remotely, in Leadville at the USFS office when required, at the Twin Lakes Cabin Cove facility, or in Golden, CO at the main CFI office.
- This work may include (but not limited to), reviewing project work journals and project reports, creating reports on seasonal crew accomplishments, seasonal crew scheduling, developing project logistics, creating planning/training materials and presentations, assisting in the preparation of seasonal staff hiring for the next season, and assisting in drafting grant proposals to fund future projects.

## **WORK SCHEDULE AND POSITION STRUCTURE**

- The position will primarily be field based (90%), with some required office time (10%) for reporting and planning.
- This position will work an average of 80 hours per pay period with some pay periods during the field season requiring additional hours. Field days are typically 10-hour days while office workdays are 8 hours. Exact position schedule TBD.
- Work will include weekends or evenings as required and needed for field projects, meetings, events, fundraising/reporting deadlines, etc.
- The Field Projects Coordinator will frequently camp in backcountry as required by their schedule. Day trips to various projects may also be required.

***Note:** The position will require hiking up to 15 miles per day at altitude, often carrying loads exceeding 50+ pounds, and performing strenuous manual labor.*

## **TO APPLY**

Send a cover letter *and* your resume to [hire@14ers.org](mailto:hire@14ers.org)

CFI will begin reaching out to qualified applicants to set up interviews beginning in late October. We anticipate filling this position by Friday, November 29<sup>th</sup> 2024.

Finalists will be required to complete a criminal background check, and a driving background check.

All questions pertaining to these positions can be directed to [hire@14ers.org](mailto:hire@14ers.org). (Please, no phone inquiries). For additional information about CFI, please visit our website at [www.14ers.org](http://www.14ers.org).

***Colorado Fourteeners Initiative is an equal opportunity employer.***