



## Nomads Crew Operations Coordinator

### POSITION SUMMARY

CFI is looking for a highly organized, self-motivated individual that is technically proficient in trail maintenance and heavy reconstruction techniques with excellent communication skills to fill this exciting new position. This position will help directly support CFI's Nomads trail crews and will be field and office based. Office time can be worked remotely. The exact duration of the position will vary depending on the applicant's unique skillset. Approximately 70-80% of the time will be spent in the field and the other 20-30% will consist of non-field-related duties including project planning, reporting, and other administrative tasks as assigned.

The ideal candidate for this position must be a self-starter with inherent passion for the environment we work in and a desire to inspire others. They must possess the ability to make challenging decisions on their own, work autonomously with minimal supervision, and have the skills to effectively plan, coordinate, facilitate, support and manage as many as 45 volunteer trail projects throughout the duration of CFI's field season. This individual will act as the primary liaison between CFI's Operations Manager, CFI volunteer groups, and both of the Nomads trail crews during the field season.

*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. Knowledge of crosscuts and chainsaws 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:** Nomads Crew Operations Coordinator

**Start Date:** April, 1<sup>st</sup> 2025

**End Date:** October, 31<sup>st</sup> 2025

**Pay Rate:** Salaried Position

- 7-month salary range: \$39,000 - \$45,000 depending on experience + \$25/day per diem when in the field

**Reports to:** Field Programs Managers

## **PRIMARY ROLES AND RESPONSIBILITIES** *(not exhaustive)*

- Work closely with CFI's Field Programs Managers, Operations Manager and Programs Director to aid and support in the planning and implementation of CFI's Nomads trail crews.
- Volunteer project planning, budgeting, and management: Assist in the coordination of pre/post season volunteer project planning and logistics and provide project management and oversight throughout the field season, to both of CFI's Nomads trail crews. Help determine human resources, equipment, and materials needed to accomplish projects and assist with producing project budgets.
- Support the CFI Operations Manager with the facilitation of the Peak Stewards Program.
- Assist with CFI's Hiking Use Monitoring program and the installation and removal of infrared trail counters at various locations across the state.
- Excellent communication (both verbal and written) is required for this position. The Nomads Crew Operations Coordinator will act as the primary liaison between CFI volunteer partners and the Nomads crews during the field season.
- Train Nomads crews 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, alpine tundra stabilization, trail reclamation and re-vegetation.
- Regularly report on Nomads crews' performance and skills progression to the CFI Field Programs Managers and Programs Director.

## **FIELDWORK: PROJECT SUPPORT, TRAINING, & MANAGEMENT (70-80%)**

- 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.
- Cultivate a positive and inclusive volunteer work environment with individuals and partner groups, creating an experience that people want to come back to year after year.
- Conduct on-mountain technical skills training with both of the Nomads 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.
- Tool & Equipment management: purchase, track/inventory, maintain/repair, and purchase tools and equipment needed for the Nomads crews to be successful in their objectives.
- Communicate with and coordinate project logistics for each hitch with CFI volunteer groups and relay that information to the Nomads Crew Leaders in preparation for each hitch.
- Work with Field Programs Managers and Program Director to establish on-the-ground trail work plans and priorities for each hitch and volunteer project, worked by the Nomads Crews.
- Independently identify unique project challenges that may present themselves and pro-actively prescribe solutions.
- Ensure Nomads Crews project documentation (paperwork) and photos are completed and submitted as required.

- Supervise/train Nomads Crews throughout the field season in trail construction techniques.
- Lead volunteer projects alongside the Nomads Crews.
- Assess and track Nomads Crew members' skills progression and provide them with 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 Programs Director and Operations Manager on a weekly basis.
- Work to develop more efficient and productive sustainable trail construction techniques and volunteer practices.
- Report on the progress of the Nomads Crews as appropriate to the CFI 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 and ensure volunteer project work is up to CFI's quality standards.
- 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 & ADMINISTRATIVE (20-30%)**

- "Office time" can be worked remotely. Work may also be performed at the Twin Lakes Cabin Cove facility, or in the at the main CFI office in Golden.
- Work with CFI Operations Manager to cultivate and establish new volunteer partner relationships with both CFI volunteers, corporate partners and other special interest groups.
- Review project work journals and project reports for USFS reporting and reporting on various grants.
- Work with Program Managers and Director to establish maintenance priorities across the state and plan for future trail and volunteer projects.
- Create reports on seasonal crew accomplishments and organize/catalogue photos and work journals for each of the seasonal crews.
- Assist Program Managers and Operations Manager in the development of the seasonal crew and volunteer schedule.
- Create planning/training materials and presentations for seasonal staff training and volunteer training and help facilitate and lead said trainings.
- Assist Operations Manager in the planning and implementation of CFI Peak Steward trainings, communication and correspondence with Peak Stewards throughout the field season, and with completing/reviewing the peak steward logs.
- Develop, plan, and execute a new program model for CFI volunteer trip leaders to help support hiking in volunteers to CFI projects.
- Assist in drafting grant proposals to fund future projects as needed.
- Work 2 weeks at the conclusion of the field season in the CFI office located in Golden. This is typically the second and third weeks of October each season. Accommodation will be provided by CFI.

### **WORK SCHEDULE AND POSITION STRUCTURE**

- 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 roughly 10-hour days,

and office days are 8 hours. Exact position schedule TBD.

- The position will be 70-80% field based, with 20-30% office time for project planning, reporting & other administrative tasks, which can be worked remotely.
- Work will include weekends or evenings as required and needed for field projects, meetings, events, fundraising/reporting deadlines, etc.
- This individual 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).

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