



Job Opportunity: Trails Program Coordinator

About SRG:

Encompassing 1.2 million acres over 1,700 square miles, Schuylkill River Greenways NHA links 3.2 million people across five Pennsylvania counties – Schuylkill, Berks, Chester, Montgomery, and Philadelphia – to the unparalleled opportunities afforded by the Schuylkill River, the Schuylkill River Trail and the surrounding watershed.

The mission of Schuylkill River Greenways (SRG) is to connect residents, visitors and communities to the Schuylkill River and the Schuylkill River Trail by serving as a catalyst for civic engagement and economic development to foster stewardship of the watershed and its heritage.

The mission is realized by leveraging the Schuylkill River and the award-winning Schuylkill River Trail – both the land and the water trails – as platforms for revitalization of surrounding communities, for stewardship of natural resources, for improved public health through recreation, and for greater appreciation of the region’s cultural heritage. The Schuylkill River Trail is SRG’s signature project. Today, there are 80 completed miles of the planned 120-mile land trail between Frackville and Philadelphia. The Trail also connects three National Parks within the Schuylkill River Heritage Area.

SRG works with over 140 partners to achieve its vision of the Schuylkill River Watershed as a thriving and economically revitalized region, whose residents and visitors understand, value and are fully committed to the stewardship of the river and its heritage.

Founded in 1974 as the Schuylkill River Greenway Association, the organization focused on the preservation of the riverfront in Berks and Schuylkill Counties. SRG has grown in its mission and geographic scope over the years, and today is a non-profit organization guided by a Board of Directors and supported by a staff of nine. SRG is supported in executing its work through federal (NPS) and state (DCNR) budget appropriations and through grants and donations from foundations, corporations and individuals committed to advancing SRG’s mission.

The regional economic benefits from SRG’s work are real and significant. The findings of a recent comprehensive economic impact study conducted by Tripp Umbach were impressive: the natural and historical features of SRG generate \$589.9 million in economic impact, support over 6,000 jobs, and generate \$37.7 million in tax revenue.

Learn more about SRG, its programs, leadership, and history by visiting www.schuylkillriver.org.

About the Position:

Trails Program Coordinator

The Trails Program Coordinator will provide professional services in planning, designing, building, and managing sections of the Schuylkill River Trail and the Schuylkill River Water Trail. All trail construction projects are in Berks and Schuylkill Counties.

The position involves assisting the Trails Director in all aspects of trail development and management including master planning, grant writing, acquisition of property and easements, design, consultant hiring and management, and construction management. The Trails Program Coordinator will manage trail volunteers and trail programs including Adopt-A-Trail, Sponsor-A-Trail, the Trail Counter System and coordination of trail use with other groups for races and events.

The Trails Program Coordinator will work with the entire SRG team to promote and develop the Schuylkill River Heritage Area and support SRG events, even those that are not trail-related.

The Trails Program Coordinator will report to the Trails Director and will work from the Schuylkill River Greenways office at 140 College Drive, Pottstown, PA. Work will at times be around heavy equipment and construction sites. During the Covid Pandemic, SRG is following Pennsylvania and county guidelines for masking, social distancing, and workplace gatherings. Employees must be able to work effectively from home through a computer with VPN access.

SRG is committed to building a staff that matches the diversity of the communities we serve. We are dedicated to celebrating and preserving a heritage area that is diverse, equitable and inclusive. We value the different experiences, knowledge and unique capabilities applicants will be able to share because of varying social, cultural, and racial backgrounds. We are proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, or any other characteristic protected by law.

Compensation and Benefits

SRG is seeking to fill this position with a trail professional with a minimum of 3 years of related experience. The salary range for this position is between \$47,000 to \$52,000.

We value work-life balance and provide the following benefits to help our staff manage their mental, emotional, and physical health:

- Paid time off including vacation days, paid holidays and personal leave
- Group health insurance program.
- Retirement Savings Plan with matching contributions
- Team building and bonding outings.
- Opportunities to participate in recreational activities along the Schuylkill River Trail, Schuylkill River and Heritage Area.

Qualifications

The successful applicant will be expected to demonstrate some or all of the following competencies:

- Bachelor's degree or higher in landscape architecture, planning or a related field is preferred, but significant, related work experience may be accepted in lieu of degree.
- Excellent organizational, multi-tasking and analytical skills and the ability to manage and contribute to multiple projects at once.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office programs.
- Experience with GIS mapping and analysis (ArcMap or Arc GIS Pro).
- Experience in grant writing, administration, and reporting.
- Graphic design skills.
- Experience with state and federal agencies including PennDOT, DCNR and DCED.
- Experience in or knowledge of trail and trail amenities construction.
- Licensed to operate a motor vehicle and willingness to travel throughout the Schuylkill River Heritage Area – must have a personal vehicle.
- Knowledge of Adobe Creative Suite software (AI, ID, Photoshop).
- Ability to work independently, but also comfortable with collaborative working relationships.
- Ability to relate well with people and partners at all levels and with people from a wide variety of diverse backgrounds and diverse communities.
- Experience in managing interns, volunteers and temporary employees.
- Genuine interest in issues related to land and water conservation, community stewardship and trails, previous experience in non-profit or government work a plus.
- Ability to attend occasional evening or weekend meetings and events.
- Ability to communicate in Spanish a plus.

Position Details

Following is a more detailed listing of some of the projects and duties that the Trails Program Coordinator will participate in:

Trail Management and Trail building:

- All trail work, both maintenance of current trail and building of future trail, is in Berks and Schuylkill Counties.
- Trail maintenance planning and implementation, including oversight of sub-contracted maintenance work.
- Organize and manage volunteer trail efforts including clean-ups and group outings.
- Assist the Trails Director in long range planning and development of trail sections.
- Application, management, and administration of grants, including state, federal and private foundation funding.
- Prepare consultant requests for proposals, contracts, bid documents.

- Assist in managing the funding, design and permitting of trail construction projects, including bridge projects.
- Design, order and install signage for trail information, warnings and caution signs.
- Keep Schuylkill River Trail map updated and widely distributed.

Water Trail Management:

- Assist in Water Trail inventory, planning, and reporting.
- Assist in planning for and pursuing Schuylkill River Water Trail National Water Trail status.
- Assist in creating new and improved river access points, including stakeholder coordination, grant procurement, design and engineering and construction oversight.

General SRG Administrative Duties:

- Staff meetings, financial reporting, filing, report creation.
- Participate and support SRG events including the Sojourn, Ride for the River, Annual Meeting and other events.
- Attend occasional board meetings and public information meetings.
- Help prepare maps and graphics for other staff members when needed.
- SRG is a collaborative, team environment and this position will occasionally support other SRG staff with mission related projects and programs.

Physical Requirements

- This position requires some work outdoors and standing or walking for long periods of time.
- While performing the duties of this position, the employee is frequently required to sit, bend at the waist, drive to various locations and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel or squat, climb stairs and lift up to 50 lbs. Occasionally the employee will need to climb ladders, twist or rotate at the waist or carry over 50 lbs. Close vision is required for reading of drawings and computers, and distant vision and depth perception are required for surveying and land analysis.

How to Apply:

Applications must be received no later than February 14, 2022. Please send cover letter and resume via e-mail with the subject line "Trails Program Coordinator Position" to: Elaine Schaefer, Executive Director, eschaefer@schuylkillriver.org.