Outreach and Youth Program Coordinator

Catamount Trail Association, Burlington, Vermont

The CTA is seeking a highly motivated individual to fill a one-year full-time AmeriCorps position as Outreach and Youth Program Coordinator. The primary goals and responsibilities of the position include coordinating and instructing our growing youth ski programs, recruiting, coordinating, and leading volunteers in CTA trail projects and events, and instructing youth and adult educational workshops. This is a fun and active position that requires a can-do attitude and ample supplies of enthusiasm and energy.

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

The Catamount Trail Association (CTA) is a passionate group of backcountry skiers and outdoor enthusiasts. We’ve been breaking trail since 1984, creating North America’s longest backcountry ski trail and pioneering innovative recreation projects throughout Vermont.

Our mission is to expand access to Vermont’s backcountry because we believe days spent in the mountains with friends are powerful, and that those experiences should be open to everyone. We are advocates, volunteers, supporters, and trailblazers working to steward the Catamount Trail, manage backcountry ski terrain, permanently protect mountain lands, and expand equitable access to skiing. By building trails, community, and opportunity we connect people to Vermont’s mountain landscape.

**Essential Functions:**

- Coordinating and instructing CTA’s Youth Ski Education Program by maintaining program partnerships, recruiting participants, running programs, and maintaining and updating curriculum.
- Recruiting, coordinating, and leading volunteers in CTA trail building and maintenance projects and CTA events, including youth, college outing clubs, and others, and for office projects.
- Performing outreach and stewardship education in support of CTA programs, representing CTA at events.
- Assisting with communications and registrations before events, helping coordinate and host events.
- Additional outreach may entail advertising, communicating with landowners who host the trail, promoting collaborative efforts among organizations/programs.
- Providing program support including membership assistance, direct mailing, and database updates.
- Writing a final report outlining the year of service, documenting number of hours spent providing outreach, recommendations for future outreach, and evaluating the outreach program.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.
Secondary Functions:

- Helping keep the CTA website, social media, and blog tidy and current.
- Writing press releases.
- Assisting with community outreach events.
- Corresponding with members about the trail and CTA programs.

Desired Qualifications:

- Trail building experience
- Experience with social media and WordPress
- Computer database and website management experience
- Familiarity with Vermont flora and fauna
- Wilderness First Aid or First Responder certification
- CPR certification

Minimum Qualifications:

- Cross-Country skiing experience
- Highly motivated individual willing to solve problems and take on challenging tasks
- Service ethic and a desire to do meaningful and challenging service to better a community
- Conscientious, reliable, punctual, and organized
- Must have access to a car and have the ability to travel independently to statewide events
- Ability to serve outdoors in cold and inclement weather
- Strong public speaking and writing skills
- Teaching experience with adults and children
- Personable, friendly, outgoing, and enjoy engaging with people
- Ability to serve independently and as part of a team
- Willingness to serve evenings and weekends
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week
VHCB AmeriCorps

Additional Information:

This position requires extended time outdoors in cold weather, lifting and carrying equipment and supplies for events, and some weekend and evening commitments.

Position begins September 7th, 2022 and ends August 27th, 2023

This position is Full Time: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of $22,950 (pre-tax), and an education award of $6,495 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

To Apply: https://vhcb.org/our-programs/vhcb-americorps/positions

For questions about this position or to send additional materials:

Courtney Dickerson: cdickerson@catamounttrail.org, 802-864-5784
1 Mill Street, Suite 350, Burlington, VT 05401

Application deadline: August 5th 2022. Applications accepted on a rolling basis; open until filled

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.

Member Name:___________________________ Signature:_______________________