

# Trails Project Coordinator

## WILDLANDS RESTORATION VOLUNTEERS



Status: Full-Time, Year-round  
Term State Date: March 1 to April 20 (flexible)  
Location: Fort Collins (partial remote)  
Job Announcement Date : January 30, 2026

Wildlands Restoration Volunteers (WRV) is looking for a dedicated individual to join our Trails team! Applicants for this position should have some trails maintenance experience and be based in or adjacent to Fort Collins.

This is a full-time, non-exempt (hourly) position with a 3-year term limit, depending on funding. Work hours vary seasonally, with heavier weekend and evening commitments during peak field season and more regular weekday scheduling during winter months. This position has the potential to transition into a Project Manager role.

This position reports to the Trails & Habitats Program Director and works closely with other program staff, volunteer leaders, and partner agency staff.

The Trails Project Coordinator runs public volunteer projects as well as provides supervision to youth corps crews, primarily in the Canyon Lakes and Sulphur Ranger Districts of the Arapahoe and Roosevelt National Forests. This is a hybrid position with a strong field-based focus in northern Colorado. Applicants must live within reasonable driving distance of Fort Collins and be able to travel regularly to project sites in Larimer and Grand Counties and monthly staff meetings at WRV's Longmont office.

Successful candidates are adaptable field leaders who enjoy balancing hands-on trail work with planning, communication, and relationship-building. They are comfortable leading volunteers with varied experience levels and thrive in dynamic outdoor environments.

Project Coordinators work with a Program Team of experienced staff and are aided by a large corps of dedicated and inspiring volunteer leaders. Leadership and technical training opportunities are provided, and staff may shadow on additional projects to gain additional knowledge and experience.

### REQUIRED SKILLS:

- Experience with trail maintenance and construction (or similar skills)
- Experience with volunteer engagement or group leadership
- Ability to safely drive trucks and trailers on uneven terrain
- Experience with heavy machine operation, ATVs, and power tools, or willingness to learn through on-site training
- Project management skills
- Excellent written and verbal communication skills
- Strong teamwork skills

- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends and travel regularly in-state
- Able to balance multiple projects and deadlines
- Community-oriented, flexible, and reliable

**BONUS SKILLS:**

- Natural resource background or equivalent skills (previous work experience and/or a degree in Ecology, Biology, Botany, Watershed Science, Forestry, Natural Resource Management, Landscaping, Nurseries, Farming, Outdoor Education, Parks Management, or related fields)
- Experience with habitat restoration or other forms of outdoor stewardship
- Experience with carpentry or timber work, including construction of bridges and boardwalks (or similar skills)
- Experience working with youth and youth groups, including leadership development
- Experience working with diverse populations
- Experience with or willingness to train with pack string llamas
- Wilderness First Responder certification, or ability to obtain through training offered by WRV or its partners (stipend provided)
- Qualified and experienced in chainsaw (S212 certification); prefer Faller-B or equivalent, or ability to obtain through training offered by WRV or its partners
- Qualified and experienced in crosscut saw, or ability to obtain through training offered by WRV or its partners
- Experience with grant writing and/or reporting

**WRV encourages all interested candidates to apply, even if they do not meet every listed qualification.**

**APPLICATION PROCESS:** Please email your resume and cover letter to [jobs@wrv.org](mailto:jobs@wrv.org) and include “Trail Project Coordinator Application” in the subject line. Applications will be reviewed starting February 9th and will continue to be reviewed until all positions are filled.

**COMPENSATION:** WRV hourly compensation will be \$20-23 per hour. This is a non-exempt position. Employees will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day. The position is eligible for holiday paid time off, paid sick leave, and SIMPLE IRA enrollment with up to a 3% company match. Additional benefits include discounted pro-deals and professional development opportunities.

# WILDLANDS RESTORATION VOLUNTEERS

## Trails Project Coordinator (Year-Round)

### Job Description

Project Coordinators help WRV reach its goal of involving the community in the care of public, protected, and ecologically significant lands across Colorado. Below is a summary of specific responsibilities (percentages are approximate and change seasonally depending on the needs of the organization).

#### Trail Project Management (80%) – Primary season work

WRV organizes over 200 restoration, trails and stewardship projects each year engaging thousands of volunteers. As a Project Coordinator, you will take a lead role in the effective planning and execution of a portfolio of assigned projects, under the direction of the Trails & Habitats Program Director. You will be responsible for carrying out these projects in a way that provides a safe, rewarding, and enlivening volunteer experience, while accomplishing tangible high-quality ecological goals. Role responsibilities include:

- Working in backcountry and frontcountry settings with groups of volunteers on single-day and overnight projects
- Leading groups in carrying out trail work such as corridor clearing, tread construction, accessible trail construction, crosscut clearing, bridge builds, and rock structures
- Managing multiple concurring projects
- Facilitating volunteer leader trainings
- Operating heavy machinery to stage materials and prep project sites
- Providing updates to partner agencies regarding project status and data
- Communicating with contractors who are providing project services
- Some supervising of conservation corps crews in partnership with USFS staff

Projects will include working in designated Wilderness locations as well as some frontcountry projects and range from single-day events to multi-day campouts, mainly in the Canyon Lakes and Sulphur Ranger Districts. Work will largely focus on trail corridor clearing and tread construction, including accessible trail construction, as well as some crosscut clearing, turnpike and bridge builds. Prep work for some of these projects will require heavy machinery such as a mini excavator and/or skid steer. These projects run in partnership with US Forest Service staff, WRV staff, WRV volunteer groups, and youth corps crews.

This position typically leads approximately 14 projects per year as the primary Project Coordinator and supports several additional projects led by other staff. Many projects occur on weekends or evenings and some require camping. A company vehicle or mileage reimbursement is provided, as is food or a per diem.

This position will act as “WRV Staff Liaison” (WSL, pronounced “whistle”) to the volunteer project leadership team on their project. This role includes:

- Coordinating logistics and ensuring a safe, positive, and productive environment
- Communicating with volunteers and conducting project-related outreach
- Connecting/aligning with land management agencies to ensure technical needs are met

- Filling vacant volunteer team roles as needed

#### Project Support (20%) – In-between projects and off-season

This role will also serve as support for other program areas and non-project activities. This includes:

- Maintaining contact information for volunteers and partners in the WRV database
- Maintaining organized project data including volunteer hours, photos, and maps
- Applying for and reporting on grants
- Managing photos and videos from events for use as marketing materials
- Administering release forms and maintaining documentation of volunteer participation
- Carrying out assigned “bundled tasks” that support the smooth running of WRV’s entire slate of season projects. These are recurring operational responsibilities shared among program staff to support the organization’s full slate of projects. These may include:
  - o Maintaining and taking inventory of trail-specific tools and equipment
  - o Staying up-to-date on relevant trainings
  - o Organizing project supplies
  - o Working with the Basecamp Program Manager on basecamp tasks
- General administrative support

**ABOUT WILDLANDS RESTORATION VOLUNTEERS - WRV** is a 501(c)(3) non-profit organization, based in Boulder/Longmont and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," since 1999, we have completed over 1,350 projects, with over \$14 million of volunteer time contributed toward the stewardship and restoration of Colorado public lands. WRV is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. Before applying for this position, we strongly recommend you visit our website at [www.wrv.org](http://www.wrv.org).

**INCLUSIVENESS STATEMENT:** WRV is committed to creating an environment for our community that attracts, supports, and engages all people, regardless of differences in experience, background, access to resources, or historical representation in our work. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. We believe that diversity strengthens our community and seek to provide an inclusive environment for all staff and volunteers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation,

sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### PHYSICAL DEMANDS:

- Ability to hike several miles carrying tools and packs
- Ability to lift 40-50lbs
- Work in heat, cold, wind, smoke, and variable terrain
- Comfort working in remote settings with limited cell service
- Camping overnight for multi-day projects
- Ability to operate computers, phones, mobile devices, and office equipment
- Ability to interact with volunteers, youth, and agency personnel on a daily basis
- Able to work for long periods of time without break
- Ability to sit at a desk for long periods of time
- Must have a current and valid driver's license and auto for transportation