

ATC 2009 Seasonal Trail Crew Employment Guide/Application

Application deadline: January 31, 2009

The Appalachian Trail Conservancy (ATC) was founded in 1925 to promote, construct, and protect the Appalachian National Scenic Trail (A.T.). It is a private nonprofit organization of 37,000 individual members that is responsible to the federal government for ensuring proper management of the 2,176-mile-long National Scenic Trail.

Each year, ATC hires highly qualified seasonal staff to serve as Crew Leaders, Assistant Crew Leaders, and Camp Coordinators for a number of seasonal trail crew programs. ATC seasonal volunteer trail crews perform large-scale trail construction, treadway rehabilitation, and resource-management projects to assist local clubs and public agencies (such as the US Forest Service and the National Park Service) in managing the Appalachian National Scenic Trail. Trail crews are staffed with two paid crew leaders (Crew Leader and Assistant Crew Leader) and a crew (8-10 volunteers) and operate from a centrally-located base camp, traveling to sites on a weekly/biweekly schedule to complete projects.

Applicants must demonstrate maturity, responsibility, initiative, and self-motivation. They must be able to work independently, with minimal supervision, as well as cooperatively as a member of a team. Applicants should possess the required skills listed and be able to attend required training.

PAY/TRAINING

All positions are seasonal and vary in length. Wages vary according to positions and individual qualifications. The pay is competitive, and most positions include room and board.

Trail crew staff has many opportunities for skill advancement and certification including USFS chainsaw certification, trail construction and leadership training, and Wilderness First Aid.

CREW SEASON

Crew Leader positions run seven months, beginning in early April and running through late October or early November. Assistant crew leaders also have the opportunity for extended employment. See position descriptions for details.

ATC operates its programs in conjunction with local Trail clubs, the National Park Service, the U.S. Forest Service, and state agency partners. ATC is an equal opportunity employer.

TO APPLY

Submit a completed application (part of this packet) along with a *detailed cover letter* describing the qualities and skills that make you a good candidate. ***Applications must be complete for consideration.***

Trail-crew staff applications should be e-mailed to kwood@appalachiantrail.org or mailed to:

Appalachian Trail Conservancy
Attn: A.T. Trail Crew Employment
P.O. Box 174
Blacksburg, VA 24063

Applications must be postmarked by January 31, 2009, or received by that date if submitted electronically. Interviews will be scheduled soon thereafter.

Questions about Trail-crew staff positions? E-mail kwood@appalachiantrail.org or call (540) 953-3571.

POSITION DESCRIPTION—TRAIL CREW LEADER

Under the guidance of the Regional Program Manager and cooperation of A.T. maintaining clubs and partner agencies, ATC Trail Crew Leaders implement large-scale trail construction projects including trail rehabilitation, trail relocation, and construction and maintenance of related trail facilities on the Appalachian National Scenic Trail. Further, Trail Crew Leaders are responsible for overall field management of volunteer work crews including skill training, group moral/well-being, backcountry living, and risk management.

The position of ATC Trail Crew Leader requires a seven-month commitment starting in April and ending late October/early November, with a two week, unpaid break in June and a shorter break in August. Trail Crew Leaders will begin work with the Konnarock Crew (April–August) and then move to either the Rocky Top Crew or Mid-Atlantic Crew (late August–October). Applicants should indicate their fall crew preference. See crew descriptions below.

Essential Duties and Responsibilities

- Implement Trail construction, reconstruction, and management projects in cooperation with A.T. Trail clubs, the U.S. Forest Service, the National Park Service, and state resource-management agencies.
- Train A.T. volunteer-crew members and participating ATC club members in Trail design, construction, reconstruction, and maintenance according to ATC standards, and instructing such volunteers in all phases of safety management, including the safe use of tools and protective equipment according to ATC's safety policy.
- Ensure safe and sanitary conditions at the camps and work sites, transporting crews safely, and responding appropriately to any emergency situations that may arise.
- Promote an atmosphere in which all crew members feel welcomed, motivated, safe, and included, and where participation and contributions from all are valued and appreciated.
- Follow the direction of designated supervisors with respect to duties, logistics, timetables, and projects, submitting timely biweekly timesheets, and performing other duties as assigned.

Required Skills

- A high-school diploma and an excellent driving record.
- Proven ability to travel on foot over rough terrain and for long distances while carrying equipment.
- Experience and skill in trail construction.
- Ability to work without direct supervision while encouraging cooperation among volunteers in a primitive setting.
- Strong commitment to the ideals, mission, and policies of the Appalachian Trail Conservancy, its crew program, its cooperative management partnerships, and the Leave No Trace outdoor ethic.
- Excellent interpersonal and communication skills, experience and proficiency in working with diverse groups of people, and a strong desire to motivate and empower volunteers.
- Training in natural-resources management or related field is desirable.
- Leave No Trace, Wilderness First Aid, chain-saw, and similar certifications are desirable.

POSITION DESCRIPTION—ASSISTANT CREW LEADERS

Assistant Trail Crew Leaders are responsible for assisting the Crew Leaders with the specific duties listed above. The position was established to teach the skills necessary to become a crew leader—Assistant Crew Leaders are encouraged to work toward Crew Leader or Camp Coordinator positions with the fall crew programs or in the future.

Assistant Crew Leaders have the opportunity for 7 months of employment starting with the Konnarock Crew in the summer season and either the Mid-Atlantic or Rocky Top Crew in the fall. Please indicate crew preferences below.

POSITION DESCRIPTION—CAMP COORDINATORS

Camp Coordinators are critical to the effective operation of quality crew programs. They serve as hosts to the volunteers and are responsible for all the activities necessary to ensure smooth operation of ATC's crew camps and work centers, including welcoming and orienting crew volunteers.

Essential Duties and Responsibilities

- Planning menus for the Trail crew, for use both in the field and at the base camp, and supervising and conducting meal preparation while the crews are in camp.
- Purchasing food and supplies in support of Trail crews and making such purchases as cost effectively as possible, using advanced planning, bulk-purchasing methods, vendor discounts, and other similar means.
- Supporting Crew Leaders by assisting in arrangements for repairs and adjustments to vehicles and tools and providing other assistance as requested.
- Assisting with program duties, record-keeping, and financial management, including managing the crew checking account and staying within budget.
- Ensuring safe, clean, and environmentally sound conditions at the base camp and field camps and promoting high volunteer morale.
- Greeting and orienting newly arriving crew members to crew life at the base camp and assigning lodging space.
- Assisting volunteers in planning recreational activities on their days off.
- Coordinating transportation of volunteers to and from the base camp.

Required Skills

- Excellent communication, organizational, administrative, and education skills.
- Proven ability to interact positively with the public and others.
- Food preparation and menu-planning experience.
- Strong knowledge of and experience with trail maintenance.
- Strong experience working with volunteers.
- Experience with facility, equipment, and tool maintenance.
- Commitment to trail- and resource-protection efforts.
- Current first-aid certification (some programs may provide training to staff).

Desired Skills

- Knowledge of the Appalachian Trail and ATC.
- Hospitality experience.
- Wilderness first-aid certification.

ATC will support the following Trail-crew programs in 2009. Please note that crew staff report to work several weeks before each crew's field season begins.

Konnarock Crew—based in southwest Virginia, operates from May through August. Projects may be located in Virginia, North Carolina, Tennessee, or Georgia and involve new trail construction, treadway rehabilitation, and building structures along the Trail. Crew Leaders must have significant trail-construction experience and demonstrate excellent back-country leadership skills. Assistant Crew Leaders, while demonstrating leadership skills, are not required to have a trail-construction background.

Anticipated hiring in 2009: Two Crew Leaders, two Assistant Crew Leaders*, and one Camp Coordinator. Position begins in April and runs until late August. (**Potential for 25 weeks of employment for Konnarock staff who continue on to Mid-Atlantic or Rocky Top Crew.*)

Rocky Top Crew—based in the Great Smoky Mountains National Park, operates during September and October. The crew concentrates on relocation and rehabilitation projects in coordination with the Smoky Mountains Hiking Club and the National Park Service.

Anticipated hiring in 2009: One Crew Leader, one Assistant Crew Leader* and one Camp Coordinator. Positions run from late August through early November. (**Potential for 25 weeks of employment for Konnarock staff who continue on to Mid-Atlantic or Rocky Top Crew.*)

Smokies Wilderness Elite A.T. Crew—based in the Great Smoky Mountains National Park, this crew operates from early June to mid-August. The crew will concentrate on clearing blowdowns and cleaning waterbars and performing basic trail-maintenance tasks like lopping and brush cutting, redigging sidehill trail, *etc.* The crew works in coordination with the Smoky Mountains Hiking Club and the National Park Service.

Anticipated hiring in 2009: One Crew Leader, one Assistant Crew Leader, and one Camp Coordinator. Positions run from June to late August.

Crew Leader and Assistant Crew Leader are required to have significant experience leading trail crews in very remote locations and current crosscut-saw certification and Wilderness First Aid (WFA) certification are required—ATC will provide training toward those certifications.

Mid-Atlantic Crew—based in south-central Pennsylvania, the crew works in northern Virginia, Maryland, Pennsylvania, New Jersey, and New York. Projects are coordinated with the National Park Service, state agencies, and local A.T. clubs.

Anticipated hiring in 2009: One Crew Leader and one Camp Coordinator* (this Camp Coordinator position incorporates some of the responsibilities and skills of an Assistant Crew leader). Positions run from late August or early September through late October. (**Potential for 25 weeks of employment for Konnarock staff who continue on to Mid-Atlantic or Rocky Top Crew.*)



**2009 ATC Seasonal Position Application: Trail Crew Staff
Crew Leader, Assistant Crew Leader, and Camp Coordinator**

Applications must be postmarked by January 31, 2009. Please type or print clearly!

Contact Information

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone (Day) _____ (Evening) _____
E-mail _____

Note: We prefer to communicate with you about available ATC Trail Crew positions via e-mail. Please provide an e-mail address that you regularly check.

Permanent Address (if different from above) _____
City _____ State _____ Zip _____
Telephone (Day) _____ (Evening) _____

Are you a member of ATC? Yes No
Are you a member of an A.T.-maintaining club? Yes (which one? _____) No

Some positions require use of ATC or agency vehicles. Do you have a valid driver's license and clean driving record? Yes No

If no, please explain: _____

Education and Training

Education

Are you a high-school graduate? Yes No Graduation Date _____
Are you a college graduate? Yes No Degree earned _____ Date _____

Name of College or University _____
Major/minor concentration _____

First-Aid Training and CPR Certification—Wilderness first-aid (WFA) and CPR certification are required for these positions. Wilderness First Responder (WFR) certification is desirable. Some positions provide WFA certification during training.

Do you have valid WFA certification? Yes No Expiration date: _____
Do you have valid WFR certification? Yes No Expiration date: _____
Do you have valid CPR certification? Yes No Type and exp. date: _____
If not, will you have the certifications by May 1, 2008? Yes No

Chain-saw and Crosscut-saw Certification

Are you chain-saw certified? Yes No
If certified, what level of certification (A, B, C) do you have? _____
Please list any restrictions. _____

Are you crosscut-saw certified? Yes No
If certified, what level of certification (A, B, C) do you have? _____
Please list any restrictions. _____

Trail Construction and Maintenance Skills/Experience

Check the following trail-maintenance tasks that you have experience with:

- Performing basic trail maintenance (brush and weed cutting, cleaning waterbars, *etc.*)
- Installing drainage structures (drainage ditches, puncheon, *etc.*)
- Installing log/rock waterbars
- Installing log/rock steps
- Constructing sidehill trail
- Building log/rock cribbing
- Constructing log/lumber trail shelters
- Constructing log bridges
- Trail-tool maintenance (sharpening, *etc.*)
- Chain-saw maintenance
- Griphoist setup/use
- Clearing blowdowns

Describe in detail your trail construction and rehabilitation experience.

General Questionnaire

Please answer the following questions. Use a separate sheet if more room is needed.

How did you find out about seasonal work with the Appalachian Trail Conservancy?

Why do you want to work for the ATC Trail Crew program? _____

What do you hope to get out of the job? _____

Describe your experience communicating with diverse groups of people, teaching volunteers, *etc.*

Describe your outdoor experience, any extracurricular activities you participate in, and how well you know the Appalachian Trail. _____

Describe any employment or volunteer experience where you demonstrated a strong commitment to natural-resource protection. _____

Many of these positions are mentally and physically demanding. What experience do you have that demonstrates your ability or endurance? _____

Describe your experience with minimum impact camping/travel in the backcountry.

Interest and Availability

Please check the position(s) you are applying for:

Konnarock Trail Crew (April-late August)

- Trail Crew Leader Assistant Crew Leader Camp Coordinator

Mid-Atlantic Trail Crew (late August-October)

- Trail Crew Leader Camp Coordinator/Assistant Crew Leader

Smokies Wilderness Elite A.T. Crew (June-late August)

- Trail Crew Leader Camp Coordinator

Rocky Top Trail Crew (late August-early November)

- Trail Crew Leader Assistant Crew Leader Camp Coordinator

I am interested in any available location.

The Trail Crew field season occurs from April to November, depending on position.

Are you available to work at any time during that period? Yes No

If no, I can begin work on _____ and I can work through _____.

Uniform Sizes

This information assists ATC staff in supplying uniforms to our seasonal staff; however, you should be aware that clothing and boots are not provided for every position. You are welcome to provide this information after being selected for a position if you prefer.

Boot size _____ Waist size _____ Inseam length _____ Shirt size (unisex).

Employment History

Please list all full-time or part-time jobs you have held, whether related to this type of work or not, and provide the information requested for each position. Continue on a separate sheet if necessary. Or, attach a résumé detailing work and outdoor experiences.

Dates of Employment	Position Title	Job Responsibilities	Employer Name	Contact Name/ Telephone/Email

References

Please submit two **letters** of reference from nonfamily members (employers or teachers are preferred) along with your application. References should be able to address your ability to communicate with diverse groups of people, work well on your own and in group situations, and your outdoor experiences. Please provide the following information for your references.

Name _____ Relationship _____
Telephone _____ E-mail _____

Name _____ Relationship _____
Telephone _____ E-mail _____

Certification

I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that submitting misleading information may negate any employment agreement with ATC or its partner organizations. Typing my name below indicates my signature.

Applicant's Signature _____ Date _____

Please return this completed application, along with a detailed cover letter, to:

Appalachian Trail Conservancy
Attn: A.T. Trail Crew Employment
P.O. Box 174
Blacksburg, VA 24063

If you have questions, call (540) 953-3571 or e-mail kwood@appalachiantrail.org

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