



NWTA

NORTHWEST TRAIL ALLIANCE

Job Description

Youth and Recreation Programs Manager

Northwest Trail Alliance (NWTA) seeks a positive, resourceful, and experienced individual to be our new Youth and Recreation Programs Manager.

NWTA is a 501(c)(3) nonprofit with a mission to create, enhance, and protect mountain bike riding opportunities; to advocate for trail access; to promote responsible mountain biking; and to build, maintain, and ride sustainable trails.

The Youth and Recreation Programs Manager will embody NWTA's mission, vision and values through advancing opportunities for all to experience the joy of all forms of off-road cycling/mountain biking. The role will coordinate high-quality programming and demonstrate great judgment working with staff, community partners, the NWTA Board and volunteers in this work.

This position involves program coordination, development and implementation. This includes assessing needs and working with various stakeholders and community groups in the Portland metro area; including Black, Indigenous, People of Color (BIPOC), refugees and immigrants, those with disabilities, and those of various socio-economic backgrounds.

About you:

- Experienced and open-minded — you have great experience, but you remain open to listening, learning and improving.
- Respectful — you are willing to work respectfully with your co-workers, volunteers, land managers, community partners, and more. You are especially willing to work with people from all backgrounds and lived experiences.
- Time manager — you enjoy working both on- and off-site doing a variety of coordination, training, and organizational tasks.
- Leader with interpersonal skills — you're comfortable leading volunteers, co-leading events, meetings, and more. You lead with confidence, keep it fun, and show empathy and respect for others.
- Initiative — you seek out projects and take ownership of making them happen.

- Mission-driven — you value bike access and trails and share our passion for making mountain biking a welcoming sport and way to experience the outdoors for all!

Responsibilities:

- Work in coordination with NWTA's Executive Director, NWTA Leadership, and Portland Parks & Recreation representatives to plan and implement youth mountain bike programming events and classes.
 - After school programming includes working with additional community partners through local schools.
- Work with NWTA's staff and volunteers to coordinate social mountain bike trail events, such as guided rides and clinics for all ages.
- Schedule and post classes, manage registrations, manage programming budgets, maintain accurate records of programs, and create reports when needed.
- Provide information about programs electronically, through social media, over the phone, and in person.

Minimum qualifications:

- Willingness to attend Diversity, Equity and Inclusion training on an ongoing basis.
- Proven experience managing volunteers and/or paid instructors/contractors.
- Ability to mediate disputes and navigate interpersonal conflict between stakeholders.
- Experience with record keeping and documentation.
- Ability to do manual labor for extended periods, lift 50 pounds, hike and bike multiple miles, and spend entire days working in inclement weather.
- Valid U.S. driver's license, insurance required; access to private vehicle for travel.
- Proficient with general office software, including Google Suite. Must have great written and verbal communication skills, and be able to lead groups on trail, meetings, and trainings.
- Able to balance competing objectives and possess excellent time management skills.
- A passion for getting people on trails on bikes, and for NWTA's mission and vision, is essential.
- Basic First/CPR certification; or ability to become certified and maintain certification.
- Certified under the Bike Instructor Certification Program (BICP) to at least a Level 1; or willingness to become certified and maintain certification.
- Eligible to work in the United States; federal background check required for youth safety protection.
- Willing to attend youth safety training programs as needed.

Hours, Compensation, and Location:

- This is an exempt, full-time position with an average of 40 hours per week allowing for schedule flexibility.
- The job is a combination of on- and off-site work (approximately 50/50) in the Portland, OR Metro area (please see NWTAs trail stewardship regions at <https://nw-trail.org/trails/>).

- On-site work includes event reconnaissance and coordination with contracted bike instructors, supporting and teaching various youth bike programs, co-leading various social trail rides, as well as leading groups of volunteers.
- Off-site (office) work includes managing event scheduling and registration, managing a budget and documentation of expenses, and other tasks associated with program execution as assigned. A large portion of all of this work, both on-site and off, will be in collaboration with Portland Parks & Recreation.
- Evening and weekend work, as well as travel throughout trail system and park locations within the Portland Metro area and those in NWTAs trail system portfolio, will be routinely required. Summer, fall and PPS school holidays are the key seasons for youth and bike programming events; as such, ability to take time off during these periods *may* be limited.
- Annual salary of \$58,000 - \$62,000 depending on qualifications and experience, monthly stipend for health insurance.
- Retirement savings option through Oregon Saves (<https://www.oregonsaves.com>)
- NWTAs is an equal opportunity employer.
- We require employees to actively work on integrating the NWTAs equity statement in every aspect of their NWTAs service. As an applicant, you are agreeing that you will fully commit to NWTAs equity statement (<https://nw-trail.org/about-us/>) as a fundamental part of implementing the organization's mission.
- This position reports to the Executive Director.

To Apply:

- Send a resume and cover letter in PDF format to jobs@nw-trail.org.
- Position is will remain open until filled. Review of applications will begin immediately. Initial interviews by the Executive Director and Board will follow. Qualified candidates will move to a second interview.
- Final candidates will be asked for references (2 professional, 1 personal).
- This position is funded for one year; extension determined upon continued funding.

We embrace diversity and encourage applicants from all backgrounds to apply. Our priority is to select the most suitable candidate for the position, and we recognize that excellence can come from various experiences and perspectives.