



# APPALACHIAN TRAIL CONSERVANCY®

## POSITION DESCRIPTION

<b>Position Title</b>	Regional Manager – High Country	<b>Incumbent</b>	
<b>Location</b>	Within Region	<b>Status</b>	Exempt
<b>Supervisor</b>	Senior Regional Director	<b>Department</b>	Conservation

### Organizational Mission:

The Appalachian Trail Conservancy's mission is to protect, manage, and advocate for the Appalachian National Scenic Trail.

### Position Summary

The Regional Manager (RM) for the portion of the Appalachian Trail from Spivy Gap, NC/TN to I-77 in Virginia, serves as the Appalachian Trail Conservancy's primary representative in this area. The RM functions as a partnership liaison that implements and manages, coordinates or supports identified programs and projects within this Trail section. The Regional Manager strengthens and enhances the mission of the Appalachian Trail Conservancy (ATC) and supports the volunteer stewardship and management of the Appalachian National Scenic Trail (ANST). This position may be responsible for daily supervision of assigned staff (interns, seasonal employees as designated).

Direct supervisor to be determined by the area Regional Manager lives in. Co-managed by VARO and SORO Regional Director.

### Essential Duties and Responsibilities

#### Partnerships Liaison

Serves as the primary ATC liaison to the Appalachian Trail clubs ( Tennessee Eastman Hiking and Canoeing Club, the Mount Rogers Appalachian Trail Club and the Piedmont A.T. Hikers), local agency, and community partners. The position:

- ⬆ Briefs local management partners regarding ATC strategic direction, policies, programs and projects.
- ⬆ Provides club leadership with the appropriate paperwork and training to respond to work-related incidents and submit federal volunteer worker claims.
- ⬆ Provides assistance, training and technical expertise, where appropriate.
- ⬆ Participates in club and agency meetings and work trips
- ⬆ Develops working relationships and alliances with identified organizations that strengthen the capacity of the Appalachian National Scenic Trail Cooperative Management System
- ⬆ Ensures club MOU's, volunteer agreements, and local management plans are up to date.
- ⬆ Supports renewal process for state MOUs as requested.
- ⬆ Supports communication among non-A.T. club partnerships including land trusts, Natural Resource stewards and partners from Diversity, Equity and Inclusion focused organizations.

#### Project Management

Full-cycle project management of identified regional projects while ensuring good communications throughout the management partnership. Current projects include, but are not limited to:

- ⬆ Federally-funded trail repair and reconstruction efforts and contract administration
- ⬆ Project planning and environmental review process including National Environmental Policy Act (NEPA) and state environmental assessment compliance planning for identified projects.
- ⬆ With other A.T. protection partners, assess and develop appropriate responses to external threats to corridor lands and the A.T. footpath. Under the supervision of the relevant Regional Director, and with the support of other director level senior staff, draft comments, testifies at public hearings or negotiates directly with developers to minimize impact of threats.
- ⬆ Land conservation opportunities that benefit the ANST in partnership with private, local, state, and federal partners
- ⬆ Restoration projects including demolitions, site restorations, and removal of abandoned property as necessary for the protection and management of the Appalachian National Scenic Trail.

#### Resource Management

- ⬆ Local management planning process, including capital planning and Trail assessments.
- ⬆ Support ANST Corridor Lands monitoring and Boundary Stewardship in consultation with ATC resource management staff.
- ⬆ ATC Land Trust property monitoring
- ⬆ Support resource management staff with rare plant monitoring, Non-Native Invasive Species (NNIS) monitoring, and management of Southwest VA open area management.

#### Program Management

Working collaboratively with ATC teams, implements, manages, coordinates or supports, identified regional programs. Programs may include, but are not limited to:

- ⬆ Club/agency-sponsored seasonal programs
- ⬆ Visitor use outreach/education, including local ridgerunner program
- ⬆ Trail crews
- ⬆ Volunteer recruitment, development and recognition programs
- ⬆ Volunteer skill development trainings in areas including Leave No Trace education, trail construction, trail maintenance, overnight site management, safety and risk management, natural and cultural resource management, sawyer safety training

#### Community Engagement/Education

- ⬆ Serve as ATC's representative to the Appalachian Trail Community and school related classroom programs in collaboration with ATC outreach staff.
- ⬆ Support teams to develop and implement interpretation strategies.
- ⬆ Supports activities and training at the Damascus Trail Center.

#### Public Relations

- ⬆ Supports a professional and safe office environment including general upkeep of visitor reception area and work spaces.
- ⬆ Implements ATC's response to emergencies and ANST-related incidents in Southwest VA.
- ⬆ Coordinates with the appropriate Regional Director regarding the submission of promotional public relations and communications materials.
- ⬆ Provides visitor information services to the general public when needed
- ⬆ Attends public events to promote ATC membership and recruit A.T. volunteers in cooperation with local A.T. clubs.

#### Administration

- ⬆ Assist the Senior Regional Director and other ATC staff in program planning, development, and budget management
- ⬆ Attend regional and national staff and partnership meetings and retreats
- ⬆ Complete accurate and timely expense reports, timesheets, and purchasing procedures
- ⬆ Other duties as assigned

## **Qualifications**

- ⬆ Bachelor's degree in environmental science, recreation management, resource management or related field, with 3-5 years of experience required
- ⬆ Demonstrated ability to prioritize and manage multiple tasks and relationships concurrently with excellent organizational and communication skills, in an environment with minimal direct daily supervision.
- ⬆ Ability and commitment to be fully engaged in a dispersed yet cohesive staff team structure
- ⬆ Excellent analytical and critical evaluation skills
- ⬆ Strong oral and written communication skills
- ⬆ Experience or training in personal computer operations, including Microsoft Office suite, and ESRI ArcMap GIS software
- ⬆ Familiarity with the Appalachian National Scenic Trail, hikers, conservation volunteerism and related fields is desirable.

## **Physical Demands and Work Environment**

- ⬆ Extensive travel and evening and weekend work will be required.
- ⬆ Use of personal vehicle for work-related travel with reimbursable mileage is expected.
- ⬆ Frequently communicates with individuals by phone, email, virtual meeting, and in person
- ⬆ Regularly transports light to moderate weight
- ⬆ Regularly traverses long distances over rugged terrain in all seasons and weather conditions to provide physical inspection of remote Trail locations.
- ⬆ Moderate noise level due to open office environment with a high level of activity on the phone, computers, and printers

### ***ATC Equal Employment Opportunity Statement***

*The Appalachian Trail Conservancy (ATC) encourages collaboration, flexibility, and fairness with all employees and volunteers to enable participation and contributions to their fullest potential.*

*We are committed to being a diverse and inclusive organization, and recognize that diversity contributes to an effective and successful organizational culture and mission.*

*The ATC prohibits discrimination in employment on the basis of race, color, religion, sex (including pregnancy, gender identity and/or expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, political affiliation, union membership, or any other status protected by the laws and regulations in the locations where we operate.*

### **[Appalachian Trail Conservancy's Identity Statement](#)**