



Position Title: Trails Program Coordinator
Agency: Friends of Virgin Islands National Park
Location: St. John, US Virgin Islands
Position Type: Full-time, 40 hours per week
Projected Start Date: October 13, 2025
Pay Rate: Salary of \$40,000-50,000, depending on experience

Summary: The Trails Coordinator (TC) will supervise volunteer trail crews in the implementation of trail and historic site maintenance projects within Virgin Islands National Park, manage project logistics, prioritize the safety of all participants, lead the Youth Summer Trail Crew, liaise with National Park Service staff in support of Friends initiated activities, and report directly to the Friends Program Director.

Primary responsibilities:

1. Work planning:

- Work with the Friends Program Director and Virgin Islands National Park (VIIS) Trails Supervisor to prepare a Seasonal Work Plan and a detailed list of trail projects to be undertaken in the upcoming volunteer work cycle. The work plan should be adaptable and updated regularly.
- The TC will consult the seasonal work plan to choose a project that fits the physical abilities of the participants and the maintenance priorities of VIIS.

2. Tools and equipment:

- Ensure that there are adequate types and quantities of tools for trail work.
- Keep the tool cache area at Cinnamon Bay organized and clean.
- Coordinate with the Program Director for the repair, replacement or purchase of needed tools and/or equipment.

3. On-site supervision

- Supervise the day-to-day fieldwork of volunteers.
- Ensure that safety is of paramount importance, volunteers wear the appropriate Personal Protective Equipment, and that a fully stocked First Aid kit is present at all work sites.

4. Logistical support

- Oversee the operation of the Friends Service Camp at Cinnamon Bay, ensuring that the camp is kept in good order, that tents and other equipment are kept in good repair, and that volunteers and interns are well taken care of.
- Transport volunteers to/from worksites in the vehicle provided by the Friends.
- Coordinate with group leaders for trips into Cruz Bay for groceries and other supplies.

5. Reporting

- Ensure that all volunteers are signed up using the appropriate forms.
- Maintain a daily record and provide periodic reports on the number of volunteers, work accomplished, and hours logged.
- Report any injuries, regardless of severity and/or any altercations with or between volunteers or park visitors to the Program Director ASAP.

6. Other Duties

- Participate in Friends organizational planning and fundraising events.
- Manage communications with existing volunteer service groups and recruit new groups, working to diversify our volunteer base.
- Work with the Youth Programs Manager to schedule volunteer opportunities for school kids.
- Build and maintain a robust cohort of Walk-Up Volunteers.

Friends of Virgin Islands National Park is an equal opportunity employer welcoming all qualified candidates to apply for listed positions and opportunities.

Join our great team! Please send a cover letter (describing your interest and qualifications) and resume to Mark Gestwicki at mgestwicki@friendsvinp.org

Equal Opportunity Statement – Friends of Virgin Islands National Park complies with all applicable federal, state and local laws in its commitment to being an equal opportunity employer. The organization does not discriminate against applicants or employees on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, personal appearance, citizen status, disability, sexual orientation, gender identity or expression, pregnancy, child birth or related medical conditions, family responsibilities, matriculation, genetic information, political or union affiliation, veteran status or any other status protected by applicable law.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.