

POSITION DESCRIPTION

Trails Planning Apprentice

Location: Tucson, AZ

**APPLICATION DEADLINE:
August 16, 2010**

INTRODUCTION

This is a temporary apprentice position with the Partnership for the National Trails System, a national nonprofit, working with the National Park Service Rivers, Trails, and Conservation Assistance Program in Arizona. Primary duties will be related to assisting a landscape architect in the development of community trail plans, and serving as a project team member on cooperative conservation and recreation planning initiatives involving federal, state, and local organizations and government agencies. Assignments will consist of a variety of tasks in project planning and are selected to provide the apprentice with training and experience in methods, procedures, and techniques in community open space and trail planning; development of web2.0 outreach strategies relevant to conservation planning and reaching diverse populations of youth; an orientation to the National Park Service and the Rivers, Trails, and Conservation Assistance Program; and a basis for more responsible assignments.

Position will be located in Tucson, and the apprentice's primary responsibilities will relate to projects in Arizona.

A. SALARY AND HOURS

Salary will be \$17/hour. The position will be established for a 6 month period. The position may be extended. A work schedule of 20 to 40 hours per week is desired and can be designed to accommodate academic and personal/family commitments.

B. MAJOR DUTIES (NON-SUPERVISORY-100 PERCENT)

The apprentice will perform a variety of duties related to the NPS Rivers, Trails, and Conservation Assistance projects:

Resource Inventory and Analysis: Gathers and analyzes information on natural, cultural and recreational resources and land use patterns for specific projects. Prepare maps, resource inventories and evaluations, and other project visuals by hand or utilizing computerized information systems.

Information Exchange: Assist in preparing basic written and graphic materials to support the project planning team in communicating with public and professional audiences.

Workshop Assistance: Assist with the organization and logistical support of planning meetings, workshops, and public meetings.

Concept Development and Design: Under the direction of the protect manager(s), prepares conceptual designs related to site management and conservation alternatives.

Performs other duties as assigned.

C. EXISTING STRENGTHS REQUIRED FOR THE POSITION

Spanish fluency, both written and verbal;

Basic knowledge – through coursework or experience – of land use planning and design concepts, techniques, principles, and practices; trail building; or such related fields as landscape architecture, architecture, geography, public administration, outdoor recreation, environmental education, engineering, economics, political science, and sociology;

Ability to independently carry out tasks as assigned by one or more project managers;

The ability to accept or recognize the viewpoints of others, and work with a variety of professional and non-professional persons from public and private agencies;

Ability to communicate well, orally and in writing to gather and analyze facts which are part of a larger study; to prepare designs, maps, and other graphical representations of complex ideas; and to be able to effectively communicate needs, ideas, and recommended actions to a variety of audiences using traditional and Web 2.0 methods;

Ability to collect, select, adjust, and process data.

Commitment to: citizen involvement, youth involvement, and public communication skills, including group process methods.

Community organizing skills which may include: coordinating regional events/activities, public relations and education, and ability to enlist diverse groups, volunteers, and youth into the planning effort.

D. SUPERVISORY CONTROLS

Project managers provide detailed instructions on assignments and review the work in progress, furnishing additional instructions, if needed, as the work proceeds. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution. Project managers periodically review work to evaluate progress and compliance with instructions.

Complexity

Assignments will involve a variety of routine procedural tasks or one or more complex duties related to regular and recurring work. Apprentice will assist higher level staff with responsibility for the broader project to synthesize and analyze technical information, and communicate findings to diverse audiences. Work will typically require application of a range of established procedures and basic planning processes to various work situations and problems. Apprentice's tasks will require some consultation and coordination with outside project partners. Assignments are usually screened beforehand, and as they progress, for unusual or difficult problems.

Scope and Effect

The purpose of the apprentice role is to assist professional staff who provide technical assistance to states, cities, counties, nonprofit organizations, unincorporated communities, residents, and private landowners in conservation, trails, and recreation planning. The work results in the preservation and enhancement of land and water resources for use by the public.

Personal Contacts

Contacts are with supervisor, other members of the inter-disciplinary project planning team and other agencies, private groups, or individuals having responsibility and/or interest in the partnership projects.

Purpose of Contacts

Contacts are to receive assignments, gather and exchange information, and to explain established policies and requirements for projects. Contacts with other agencies or private groups involve only non-controversial items.

Physical Demands

The work is sedentary, although there is walking, bending, and climbing associated with on-site fieldwork. Work may involve travel by all means of transportation and a variable work schedule including some evening and weekend duties. A healthy constitution is required, although little physical labor is involved.

Work Environment

Work is performed primarily in offices and meeting rooms with occasional on-site fieldwork.

HOW TO APPLY

Be creative. **By August 16, 2010 at 5:00 p.m.**, send a current resume and brief personal statement of your experiences, interests and skills (in Spanish and English) related to the duties and existing strengths required for the position listed above to:

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