

Position Title: Crew Leader
Position Status: Contractor / Exempt
Reports To: Trail Stewardship Program Coordinator



About Friends of the Riverfront

Since 1991 Friends of the Riverfront has built and advocated for safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage & Water Trail system to create and maintain an outstanding experience for trail users while providing economic, environmental, and health benefits to the Pittsburgh region. Learn more at FriendsOfTheRiverfront.org.

Organizational Values

We are propelled by employees that exhibit a positive attitude and commitment to our organizational values:

Include: Support and promote a diverse and inclusive trail community

Lead: Proactively seek out and collaborate with diverse partners and communities

Be Kind: Foster a culture of appreciation and service

Have integrity: Be accountable to trail users and partners

Make a Difference: Passionately advocate for publicly accessible riverfronts and trails

Position Summary

Crew leaders will assist with leading groups of volunteers during Friends of the Riverfront public and corporate trail care opportunities. Crew leaders will primarily be utilized on the day of the event to setup and cleanup project sites, lead volunteer groups in advancing a task or project, and submit volunteer and project statistics. Crew leaders are ambassadors of the organization and as such will help to sustain positive working relationships with individuals, community, and corporate volunteer partners.

Crew leaders will be trained by the Trail Stewardship Program Manager and Program Coordinator and fully prepared to speak on behalf of the organization, understand and advance project plans and objectives, communicate and ensure Friends of the Riverfront safety protocols, and lead volunteers safely and successfully.

Essential Duties and Responsibilities

- Work outdoors along riverbanks and urban recreation trails performing light to heavy labor
- Attend pre-project meetings, both virtual and on-site, to review work plans and responsibilities
- Setup, manage, and cleanup project sites in a safe, clean, and orderly manner
- Lead groups of up to 20 volunteers in performing various stewardship activities along the Three Rivers Heritage and Water Trails
- Assist with project data collection and program impact evaluation following volunteer events

Skills and Minimum Qualifications

- Experience leading or facilitating public or corporate volunteers preferred
- Ability to speak publicly with confidence and direct groups of up to 20 people
- Enthusiasm for trails, parks, and accessing the outdoors
- Able to lift 50 pounds (*trail maintenance equipment, trash and debris, etc..*) regularly in the line of work
- Have a valid driver's license and be comfortable driving a small pick-up truck
- Able to react to change productively, be flexible in responding to event disruptions, and handle other essential tasks as assigned
- Ability to work on diverse teams and with a diverse range of audiences, specifically racially, ethnically, and socioeconomically diverse communities
- PA State Act 151 Child Abuse, PA State Act 34 Criminal Background Check and FBI Background check must be obtained within one month of start date (*a finding on the criminal background clearances is not an automatic disqualification, but rather a conversation starter*)

Working Conditions

- 80% Field and 20% Office (Crew Leaders may be asked to load and unload supplies and equipment before or after volunteer opportunities)
- Weekend and evening hours may be asked to facilitate certain events
- Estimated 3-21 hours per month March – October based on events schedule. Friends cannot guarantee a minimum number of hours.

This is a contractor position starting as soon as possible for the 2024 trail season. Crew leaders will be compensated at an hourly rate of \$20 per hour. Crew Leaders work directly with the Trail Stewardship Program Coordinator.

Interested person are asked to email Ashley Martin, Trail Stewardship Program Coordinator, at ashley@friendsoftheriverfront.org with “Crew Leader” in the subject line.

As an equal-opportunity employer, Friends of the Riverfront prides itself in celebrating diversity and does not discriminate in any of its programs, policies, procedures, or employment practices on the basis of race, color, national origin or ancestry, citizenship status, religion, sex, pregnancy or related medical condition, gender identity, sexual orientation, age, physical or mental disability, or any other characteristic protected by law. Friends of the Riverfront is a 501(c)(3) Non-Profit Pennsylvania Corporation.