



Connecting People with Nature since 1920

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Dear Trail Supervisor,

Welcome to the volunteer Trail Supervisor role! You are stepping into an important leadership position that enables the New York-New Jersey Trail Conference to maintain and protect over 2,000 miles of trails.

As a Trail Supervisor you will be leading and motivating your team of maintainers to care for the trails in your region. You will find opportunities to learn new skills, meet interesting and highly motivated people (such as your fellow volunteer leaders), and do meaningful and rewarding work.

Your willingness to contribute your time, energy, enthusiasm, and talents for the benefit of public lands is deeply appreciated.

The Trail Conference was started in 1920 and from day one has been a volunteer-powered organization. Our volunteers have accomplished amazing feats over the decades, including building the first six miles of the Appalachian Trail, and you are now joining our century-old legacy that has provided millions of trail users with a means to explore the outdoors.

Our Trail Conference family is passionate and dedicated and we are so happy you are a part of it. The over one-hundred thousand hours donated by volunteers each year make it possible for our park partners to have work completed that otherwise might not get done.

The primary objective of this onboarding packet is to give you an understanding of your role and how it supports our shared mission. Please contact your Local Trail Committee (LTC) Chair, Program Coordinator, or the Volunteer Engagement team (volunteer@nynjtc.org) if you have any questions.

Thank you for accepting the role of Trail Supervisor, and congratulations!

Katie Kourakos

Katie Kourakos
Volunteer Engagement Manager
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OUR MISSION

The New York-New Jersey Trail Conference is a volunteer-powered organization that builds, maintains, and protects public trails. Together with our partners, we strive to ensure that the trails and natural areas we share are sustainable and accessible for all to enjoy for generations to come.

OUR VALUES

- The joys of nature belong to everyone.
- Environmental conservation is a shared duty.
 - Volunteers are our superheroes.
 - Respect is essential to success.
- The right path is always a responsible one.
- Financial sustainability is fundamental to a healthy organization.

New Trail Supervisor First Year Plan

Before Your Onboarding Session

You will be provided all the onboarding materials in advance. We know there's a lot so we'll be walking you through everything during the session. You are not expected to read through *all* the materials in advance of our meeting, unless you want to!

Two things we ask you to complete before the session:

- If you haven't already, log into your dashboard (<https://www.nynjtc.org/dashboard>). If you need help follow the instructions provided in the zip file.
- Look over the [Trail Volunteer Structure \(RTC\)](#) Chart in the zip file to familiarize yourself with the volunteer structure. We'll review this during the meeting.

Months 1 – 6

1. Attend an onboarding session with your trail chair, program coordinator and/or the volunteer engagement team to learn the basics of being a Trail Supervisor
2. Meet with your trail chair and discuss the highlights, priorities and challenges for your region
3. Attend live or watch replays of the following trainings:
 - a. [Trail Maintenance Workshop Webinar](#) – It is crucial to understand maintenance responsibilities
 - b. [Trail Layout and Design Workshop Webinar](#) – Helps you understand their physical attributes and mechanics of trails
 - c. [Old Trails, New Systems: Re-Imagining Existing Trail Networks](#) – Very helpful for big picture planning, thinking and understanding of trail systems
4. Meet with all your maintainers and walk their segment with them
5. Learn if you'll be working with any land managers/park partners, and if so, who they are and meet them
6. Familiarize yourself with the crews in your region and get to know the crew leaders. Learn about any projects planned for your region and known problems
7. Get to know the other supervisors in your Local Trail Committee region
8. Attend Regional Trails Council (RTC) meetings to network with your peers and stay up to date on all important news for your region
9. Get to know the RTC Chair

As you continue to move through your first year you will have:

- Submit your volunteer hours using the online reporting form
- Worked with the Volunteer Engagement team and Trail Chair to fill vacant maintainer positions
- On boarded new maintainers by walking their segment with them and reviewing their responsibilities
- Worked with the volunteer engagement team and trail chair to ensure all the trail and volunteer assignment data in your region is up to date
- Learned to track blowdowns and work with your trail chair to request the help of the sawyer team
- Participated in the annual planning process with your trail chair and prioritized the following year's projects
- Learned what you can be reimbursed for and how to request reimbursement
- Participated in recognition activities, such as handing out the annual swag item to your maintainers and nominated volunteers for the annual awards
- If interested, hosted a get together with your maintainers or led a trail maintenance workday to address trails that need extra work