Volunteer and Training Coordinator

September 25, 2026

Compensation: $25.50 - $27.50/hr, full time, non-exempt
Priority Application Date: October 14, 2026
Location: Based in WTA's Seattle office with option for remote work up to 60% of the time

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About Washington Trails Association

Washington Trails Association (WTA) is the nation's largest state-based trail nonprofit. For 60 years, we've been mobilizing public lands advocates, trail stewards and on-the-ground hiking experts in pursuit of our vision of Trails for Everyone Forever. Each year, with the support of over 23,000 donating members, WTA staff and more than 3,500 volunteers perform over 160,000 hours of trail maintenance across the state. Through our online Hiking Guide and Trailblazer app, we help hundreds of thousands of people find trails, from everyday adventures to backcountry explorations. Our vision depends on fostering an organization and outdoor community where all people are welcome, represented and included.

WTA's Trail Maintenance Team

WTA's Trail Maintenance (TM) team engages in trail work throughout the year, with work parties ranging from single day outings to multiday backcountry trips. Our crews build and maintain trails in close coordination with land managers, a statewide community of volunteer leaders and other partners. This position is part of our 3-person volunteer programs team and provides critical support of those efforts.

About this opportunity

Washington Trails Association is seeking a Volunteer and Training Coordinator who loves working with people and shares our commitment to trail stewardship, volunteerism and building community. This position ensures a positive experience for WTA's volunteers by helping shape the trail maintenance volunteer program through overseeing the program's training content and providing administrative support. They also play a key role in coordinating and facilitating our volunteer leadership programs. The successful candidate will be a detail-oriented team player who is passionate about providing excellent customer service to our volunteers, as well as motivated to develop and facilitate engaging trainings.

The Volunteer and Training Coordinator is a full-time, non-exempt position based in WTA's downtown Seattle office that reports to the Senior Volunteer Program Coordinator.

Primary Responsibilities

Volunteer Coordination and Communication

- Serve as the process owner and main point of contact for the volunteer registration process; respond to inquiries via phone, email and other channels.
- Establish and maintain relationships with volunteers and program partners. Provide feedback on volunteer performance.
- Accurately track volunteer data, work party data, and related payments for work parties in the Salesforce database and hard copy files.
- Support Logistics Coordinator with procurement and distribution of volunteer incentives, such as hard hats, vests, and T-shirts.
- Manage office volunteers in administrative projects.
- Collaborate with Senior Volunteer Program Coordinator to support annual Volunteer Appreciation events statewide (virtual and in-person) and associated accomplishment materials.
- Communicate with our volunteer and broader hiking community by gathering content, writing and sending the monthly Green Hat and bi-monthly Orange Hat volunteer newsletters, as well as contributing content to other communication channels.

- Manage group and corporate work party requests, collaborating with regional managers and development team staff as needed to schedule events.

Training Coordination and Administration

- Maintain and update training manuals, curriculum and other materials. Coordinate the annual cycle of material review including formatting and copy editing.
- Implement training content management strategy as directed by supervisor which includes development of resources, library, and process for updates. Examples of resources include instructional job aids, facilitator guides, manuals and training videos.
- Communicate with external instructors; coordinate and facilitate training classes.
- Track progress of training development goals and certifications.
- Update and maintain the annual training calendar and support quarterly and yearly planning.
- Facilitate cross-team planning committee for annual Crew Leader College training weekend and oversee associated logistics, including registration.

General

- Support the Senior Volunteer Program Coordinator and Logistics Coordinator with event coordination and program logistics as necessary.
- Attend work parties, trainings, retreats and other WTA events.
- Supervise and mentor temporary seasonal staff as necessary.
- Actively participate in organization and team meetings, trainings and other events.
- Other duties as assigned.

Experience, Skills, Knowledge, and Values

Competitive candidates will highlight the following experience in their application, or express willingness to learn:

- Demonstrated commitment to WTA's mission and values on diversity, equity and inclusion.
- Excellent documentation preparation, communication and writing skills.
- Background in curriculum development, training coordination and volunteer engagement. Experience with learning technology and video tools is a plus.
- Facilitation skills and experience teaching adults in-person and virtually; familiarity with adult learning styles.
- Demonstrated group leadership and facilitation experience, preferably in an outdoor setting.
- Strong computer skills and proficiency with Google Suite. Experience with Salesforce CRM database is a plus.
- Ability to work independently and collaboratively to meet program/organization goals; enthusiasm for embracing new challenges.
- Ability to manage multiple priorities, meet deadlines, maintain attention to detail and adapt.
- Ability to accept and integrate feedback graciously, and give effective feedback to team members and volunteers.
- A deep understanding of the experiences and community issues affecting those marginalized in mainstream outdoor opportunities, with a demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds.
- Valid driver's license, ability and willingness to drive a truck on highways and dirt roads statewide.

Location and Schedule

The Volunteer and Training Coordinator is a full-time, non-exempt position based from WTA's Seattle office. WTA has a hybrid work model with at least 2 days of work per week in-person at our Seattle office. This role includes occasional overnight, evening and/or weekend work and also requires occasional statewide travel, and may include multi-day events.

Compensation

Compensation starts at $25.50-$27.50 per hour depending on experience. Our benefits package includes medical, dental, vision, retirement, disability, transportation and holiday, vacation and sick leave. For more information about WTA's benefits, please visit our website: www.wta.org/benefits.

Volunteer and Training Coordinator

Join our team

Our hiring process

At WTA, we consistently evaluate and update our hiring process to align with current best practices for equity and inclusion. The hiring process for this role will include a phone screen, presentation sample, virtual panel interview, in-person panel interview in the Seattle office, background check and reference checks. WTA's practice is to run a background check for any role that may work with youth or have access to sensitive database information. We will provide candidates the opportunity to discuss any results before final hiring decisions are made. If you have any questions or need accommodation in our hiring process please contact jobs@wta.org.

Equal opportunity

We believe WTA, and Washington's outdoor community, is stronger when made up of people with varied backgrounds, identities, abilities and lived experiences. WTA is committed to advancing equity and continually working to become a more inclusive organization. People of color and people with other identities that are underrepresented in the outdoor industry — including but not limited to gender identity, class, sexual orientation, age, ability and background — are strongly encouraged to apply. To read our complete Equal Opportunity Employer statement, please visit www.wta.org/careers.

How to apply

Complete an application form and submit a resume to jobs@wta.org. Detail oriented applicants will include "**Volunteer and Training Coordinator**" in the subject line and title their resumes in the following format: "**Last name, First name - Resume**." The position is open until filled, with priority given to applications received by October 14, 2026. If you have any questions please contact jobs@wta.org.