



## Field Operations Program Manager Job Description

**Position Title:** Field Operations Program Manager  
**Supervisor:** Director of Trail Programs  
**Status:** Full Time, Salary, Exempt  
**Start Date:** June 1, 2026  
**End Date:** December 31, 2028 (termed-position)  
**Office Location:** Position will be assigned to CDTC's Golden, CO office. CDTC allows for a hybrid work at home-office with regular "in office hours" to conduct and support regular business operations.  
**Deadline to Apply:** Apr 26, 2026

The mission of the Continental Divide Trail Coalition is to complete, protect, and elevate the Continental Divide National Scenic Trail and inspire a diverse community to steward the trail and its connected landscapes.

### POSITION SUMMARY

The Continental Divide National Scenic Trail (CDT) spans 3,100 miles through New Mexico, Colorado, Wyoming, Idaho, and Montana providing access to the Continental Divide landscape and Rocky Mountain communities. The Field Operations Program Manager will lead CDTC field operations to ensure the CDT is maintained to the highest standards for the purpose of safety and enjoyment of the CDT Experience. This role is critical in ensuring that stewardship of the CDT is centered in grassroots volunteer efforts, community-led conservation, and the most up-to-date standards for outdoor recreation across a diversity of landscapes, partners and land managers.

This position will provide leadership on CDTC efforts related to trail maintenance, volunteer stewardship, and other facets of CDTC's Field Operations Program across the trail. Specifically, the Field Programs Manager will ensure the sustainable growth of CDTC's Field Operations Program including volunteer trail projects, community stewardship programming, and the CDTC Adopter Program to build upon the grassroots model that is at the center of the shared-stewardship model on the CDT. Additionally, this position will support the on-the-ground implementation and management of Great American Outdoors Act funding on the CDT through 2028. The Field Programs Manager is a highly collaborative leadership position that will work with CDTC staff, agencies, community and trail partners, volunteers, and other stakeholders to ensure stewardship and maintenance of the trail is consistent, elevated, and sustainable.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Field Operations (~60%)

- Manage the delivery of Field Operations programs with direct oversight of volunteer field projects, community stewardship events, the CDT adopter program, and other opportunities related to CDTC's mission.
- Oversee the onboarding and derig for CDTC's field season, including cache organization and the recruitment, hiring, training, evaluation, and retention of the Field Technician, Crew Leader, and other Field Operations staff positions.
- Sustain and grow partnerships with public land managers, regional and local trail organizations, community groups, and other stakeholders to collaborate on the protection and maintenance of the CDT.
- Lead the continual coordination of safe and impactful field operations by collaborating with CDTC staff, agency partners, and others to identify projects, coordinate with partners, recruit and train volunteers, secure funding, implement the project, and keep an accurate record of accomplishments and volunteer hours.

- Provide technical leadership and expertise to ensure Field Operations programs sustain the highest standards for the purpose of safety and enjoyment of the CDT Experience
- Maintain the volunteer database for Field Operations Programs, tracking and maintaining volunteer accomplishments to achieve the highest level of accuracy and transparency
- Support regional programming opportunities to strengthen localized collaboration that address priority maintenance concerns through community stewardship
- Oversee the management and organization of CDTC Field Operations physical assets including the tool and gear cache, tool storage, tool trailer, and Field Operations vehicle(s)
- Participate in and/or lead volunteer projects as needed
- Collaborate with GAOA Program Managers to strengthen established partnerships with public land managers, regional and local trail organizations, community groups, and other stakeholders to collaborate on the successful implementation of GAOA funds to the CDT Program
- Work with GAOA Program Managers to coordinate tracking and reporting of project costs and expenses, project accomplishments, volunteer hours, and other items needed for accurate, transparent reporting of federal funds

**CDT Adopter Program (~10%)**

- Supervise CDTC's Trail Adopter Program, including overseeing the recruiting, training, and retention of CDT adopters, in addition to the collection of adopter reports, tracking accomplishments and volunteer hours, maintaining the adopter database
- Assist in the development of Adopter Agreements with Land Management Agencies and ensure collaboration between adopters and partners retains high efficacy
- Identify, acquire, and maintain up-to-date materials, equipment, and other resources for the purpose of delivering the Adopter Program
- Participate and/or lead adopter trainings as needed

**Field Operations Program Administration (~25%)**

- Cultivate the Field Operations' Volunteer Program by implementing innovative strategies to recruit, sustain, and retain volunteers from all backgrounds and experience levels
- Track project accomplishments, program costs and expenditures, volunteer hours, and other Field Program data that is critical to CDTC organizational governance and annual reporting
- Support the development of the Field Operations program by identifying funding priorities, supporting and informing grant writing, and budgeting for CDTC's Field Operations Program
- Ensure crew paperwork and reporting is of high quality and properly filed/submitted in a timely fashion, including programmatic evaluation, timesheets, crew reports, incident report, workers compensation, partner evaluations, project accomplishments, and others.
- Collaborate with agency staff, partner groups, and industry professionals to ensure consistent, comprehensive program of knowledge and curriculum for staff
- Coordinate "on call" responsibilities while supervisees and other staff are in the field with regional representatives and other CDTC staff

**Additional Duties (~5%)**

- Speak passionately about CDTC's mission and vision.
- Engage in organizational priorities aligned with CDTC's mission and vision.
- Assist the Field Operations Program team as needed to deliver the Field Operations Program.

The CDTC Field Operations Program is a dynamic environment, therefore the job duties outlined are not meant to be all encompassing.

**QUALIFICATIONS, REQUIRED AND PREFERRED SKILLS**

**Education & Experience:**

The Field Operations Program Manager position requires a set of core competencies to perform the role outlined above including but not limited to: **Technical Trail Experience, Project Management,**

**Volunteer Administration, and Partnership Engagement.** Five (5) years of a combination of education and experience that demonstrates proficiency in these core competencies, with at least three (3) field seasons implementing and/or leading trail projects, and/or a Bachelor's degree and/or experience in progressive responsibility in project management, land conservation and/or resource or land management.

CDTC recognizes that college and continuing education, professional work experience, volunteer participation, and a diversity of other backgrounds can demonstrate proficiency in these core competencies. All individuals who feel they have experience that demonstrates expertise and/or familiarity with the core competencies are encouraged to apply.

### **Required Skills**

- Requires leadership experience in constructing and managing non-motorized trails through collaborative partnerships, proven success in program coordination and a background in volunteer management.
- Proven experience teaching, leading, or training groups from diverse backgrounds and experience levels
- Relevant technical skills, including but not limited to, trail maintenance and construction, fencing, crosscut and chainsaw use and maintenance, front- and backcountry travel, and other natural resource works including experience with a range of power and hand tools.
- Proven experience in the planning, implementation, and evaluation of multiple projects in their entirety, including projects with volunteer participants and partner organizations
- Ability to be away for multi-day projects, including overnight trips, for up to three weeks at a time, often camping in a tent
- Must be a self-starter with good judgment and initiative to work without close supervision.
- Strong organizational skills with attention to detail and be able to manage multiple projects with multiple deadlines, simultaneously.
- Effective written and oral communication skills
- Strong communication skills, with a focus on written and oral communications.
- A valid driver's license and ability to be insurable per CDTC parameters
- Must be a team player and interested in working collaboratively across disciplines and willing to find innovative and creative solutions to the challenges facing the Continental Divide National Scenic Trail today and tomorrow.
- A commitment to support CDTC's effort to increase access to the CDT Experience

### **Preferred Skills**

- Experience with GIS including analysis of data as well as confidence in recording GIS in the field
- Proven success in collaborating effectively with communities, user groups, and partners with a diversity of interests and backgrounds
- Familiarity with federal land management agency structures and planning efforts.
- Strong knowledge of all Microsoft Office products, especially Outlook, Excel, Word, and PowerPoint.
- Experience using Zoom, InDesign, ArcGIS, or other associated software and technology.
- Experience using volunteer and/or customer relationships management (CRM) software.

### **SUPERVISION AND WORK ENVIRONMENT**

The Field Operations Program Manager is supervised by the Director of Trail Programs. The Field Operations Program Manager will supervise Field Operations Program staff, which currently includes the Field Operations Technical Specialist and the Field Coordinator. CDTC allows for a hybrid work at home-office with regular "in office hours" to conduct and support regular business operations. Time in-person at the Golden office is expected to support business operations such as field operations asset management (cache, vehicles, etc.), staff training and onboarding, project preparation and derig, and other activity essential to the efficient operations of the Field Operations program. Field and office time is



expected to be an approximate split of 70% in the office and 30% in the field. Travel is common and will include travel to communities and sites along the CDNST, to sites off-trail or future trail locations. Frequent travel during the field season is expected. Weekend and evening work will be required from time to time, including multiple-day and overnight travel. On-call responsibilities will be expected when CDTC staff are in the field supporting Field Operation programming. This position description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out those duties.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to do physical labor in outdoor and backcountry environments. Work is performed both indoors, in a busy, collaborative office space, and outdoors at elevations ranging from 4,200 ft to 12,000 ft where environmental elements prevail. The employee should have the ability to hike independently for 3-12 miles per day in rugged terrain, often wearing a 40+ lbs backpack while carrying tools and equipment. Upper body strength is a requisite to lift and move up to 40lbs unassisted and 100lbs with assistance. Work may include travel in a rental, CDTC owned, or personal vehicle so the individual must have a valid driver's license. This position requires frequent travel, including weekends, that may last from 1-10 days in duration and spanning New Mexico, Colorado, Wyoming, Idaho, and Montana. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. CDTC is an equal opportunity employer. All individuals are encouraged to apply.

### **COMPENSATION AND BENEFITS**

**Starting annual salary of \$59,000.00 - \$62,000.00**, depending on experience. CDTC provides a benefits package including \$475 per month towards a company-sponsored health insurance, \$50 monthly cell phone reimbursement, \$75 monthly 403(b) retirement plan contributions, and a starting annual time off package of 29 days in addition to 14-16 paid holidays a year.

### **TO LEARN MORE**

Join us for the Field Operations Manager Hiring Information Session! For those interested in learning more about the Field Operations Manager position, CDTC's Director of Trail Programs will host an Information Session on Wednesday April 22, 2026 from 5:30-6:30 PM MST. [To attend, please Register Here](#), and you will be sent a follow-up email with the Zoom link and further instructions. If you are not able to attend the session, a recording will be posted on the CDTC website. Attendance at the information session is not mandatory to apply and attending does not earn any preference in the hiring process.

### **EOE STATEMENT**

The CDTC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. For information about the CDTC, please visit our website at [Continental Divide Trail Coalition](#).