



JOB DESCRIPTION

Job Title:	Trailhead Ambassador Technician
Team(s):	Kittitas
Reports To:	Kittitas Programs Senior Manager
FLSA Status:	Non-Exempt
Pay Grade:	Temp/Seasonal 1
Location:	Cle Elum Office
Season:	May 1 – September 30, 2026

Job Summary

Trailhead Ambassador Technicians will implement a Trailhead Ambassador program at high-traffic trailheads, campsites, and day use areas on the Cle Elum Ranger District of the Okanogan-Wenatchee National Forest, May-September 2026. Trailhead Ambassadors act as the first point of contact for recreators, equipping them with basic information for safe, informed, and positive outdoor experiences. The Trailhead Ambassador program aims to inspire the next generation of stewards for our public lands and enforce sustainable use of the outdoors by disseminating Leave No Trace principles and information about how to recreate responsibly.

Essential Job Functions

Execute Trailhead Ambassador Programming (50%)

- Engage members of the public at high-use recreation sites on the Cle Elum Ranger District Fridays – Mondays during the busy season, sharing information about:
 - How to recreate responsibly
 - Leave No Trace principles
 - Passes and permits
 - Trail conditions
 - Parking guidance
 - The Mountains to Sound Greenway National Heritage Area and other opportunities to connect with public lands
- Collaborate with Greenway and USFS staff to develop and disseminate recreational guidelines and other relevant information.
- Track, store, and produce new tabling materials (binders, maps, giveaways, etc.).
- Table at volunteer recruitment events hosted by other organizations.

Volunteer Oversight (15%)

- Organize volunteer schedules and participation throughout the season.

- Assist the Kittitas Volunteer Stewardship Coordinator with updating volunteer training materials and shepherding volunteers through the training process.
- Provide safe conditions for volunteers by serving as point-of-communication with U.S. Forest Service and Greenway Staff during tabling events

Program Documentation and Support (15%)

- Assist with program documentation (i.e., create events and log volunteer hours in Salesforce, maintain visitor count data, take and upload photos, etc.).
- Update volunteer training materials to reflect lessons learned throughout the season.
- Assist Kittitas Volunteer Stewardship Coordinator with drafting final report to USFS staff.
- Collaborate with Greenway staff to craft messaging supporting participation in the THA program.

Greenway Field Programs Support (10%)

- Assist with additional Greenway volunteer events, cleanups, and possible interpretive programs connected to the U.S. Forest Service sites, visitor education, and front country recreation.
- Provide additional staff leadership at all-hands Greenway Trust events (ex: National Public Lands Day) during the season.

Other (10%)

- Cultivate an inclusive environment by maintaining respectful, supportive, and compassionate relationships with coworkers, volunteers, and members of the public.
- Represent the Greenway positively in this public-facing role.
- Perform other duties as situations require or as assigned by supervisor.

Knowledge, Skills, and Abilities

Education: Coursework related to environmental education or environmental studies, recreation or natural resources management, communication, or public service is beneficial but not required. Relevant experience is much more important.

Desired Experience: At least one year of demonstrated experience with at least three of the following:

- Speaking in front of, training, and leading groups of people of various ages and backgrounds for the purpose of sharing information or providing instruction
- Demonstrated experience engaging people from diverse backgrounds and levels of familiarity with your assigned topic
- Planning and executing events
- Personal or professional familiarity with outdoor recreation in Kittitas County
- Understanding of Leave No Trace principles
- Collecting and organizing information for future analysis

Technical Skills:

- Clear and compelling spoken communication abilities
- Knowledge of Central Cascades ecology and ecosystems
- Plant and animal identification skills

Licenses or Certifications: Current wilderness first aid and CPR training is preferred; however, the Greenway Trust will provide this certification/recertification within the first two months of hire as necessary. A current driver's license, insurable driving record, and access to a reliable vehicle are required. Must pass a U.S. Forest Service driver's training upon employment.

Personal Characteristics:

- Enthusiasm for the Greenway Trust [mission](#) and exemplar of Greenway Trust [values](#).
- Enjoys public-facing interactions and is committed to creating inclusive experiences for diverse audiences.
- Well-organized individual who is focused on achieving goals and making an impact.
- Self-directed and motivated individual who is an independent thinker and team player oriented towards collaboration and enjoys working with a team.
- Ready to work outdoors in variable weather.

Work Location

110 East First St, Cle Elum, WA, 98922. This position is hybrid, with much time spent planning and scouting in the field, and flexibility to work from home or the Cle Elum office location. Field work will be located within Kittitas County, and optional monthly meetings with the full Greenway staff will occur at one of the King County office or off-site locations.

Physical Requirements

Program documentation and support tasks involve sitting or standing for long periods while working on a computer and participating in meetings. The majority of this position's tasks include event leadership in the field, with physical requirements such as working in all types of weather; walking up to two miles across uneven terrain; transporting event supplies (e.g., A-frame signs; folded tables and chairs; supply bins); and visual and auditory ability to identify and respond to environmental hazards.

This job description is intended to describe the general nature of this job and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of the Mountains to Sound Greenway Trust and does not establish a contract for employment.

Prepared by: Nicky Pasi, Kittitas Stewardship Programs Senior Manager

Date: 3/9/2026

Revised by: Tor Bell, Operations Director

Date: 3/10/2026