

Arizona Trail Association

Segment Steward Job Description and Qualifications

Each **Segment Steward** is an individual or organization volunteering to accept monitoring and maintenance responsibility for an AZT segment or segments. The goal for each steward is to ensure a positive experience for trail users on their portion of the Arizona National Scenic Trail. Stewards sign on for a 3 year term with the ATA and are supported by volunteer Regional Stewards, the Coordinator of the Volunteer Program and the rest of the ATA staff.

Responsibilities:

- Monitor the condition of the segment by hiking, biking or riding the trail quarterly if possible but at least twice per year. This includes completing the *ATA Annual Assessment and Plan* and submitting it each year.
- Determine and implement a course of action to correct basic maintenance needs on the passage. When more serious conditions are identified, such as where a re-route may be needed or major sustainability issue is encountered, the Regional Steward and/or Trail Director should be consulted. Land management agencies should always be included in major changes to the trail's location and character.
- Coordinate trail work activities to address issues on the segment, including one or more trail construction or maintenance events as the segment requires.
- Communicate information about the segment to trail users, various agencies and the general public. Because Steward's contact information is included on the ATA website, they become a point of contact for trail users with questions and concerns about their activities on the trail.
- Become the most knowledgeable person about their assigned area, and may be called upon to assist in updating ATA publications and materials as necessary.
- Track and record volunteer hours and activities spent on above activities and other ATA related tasks. Reporting of hours and activities takes place on the ATA website.

Qualifications

Qualifications for Segment Stewards are evaluated on a case-by-case basis by the recruiting Regional Steward. Preferred qualifications include:

- Residing year-round in the same region as the segment
- Basic familiarity with the segment
- Current member of the ATA
- Ability to travel passage quarterly via foot, bicycle or horseback

Professional Development

It is expected that Segment Stewards attend at least one training event per year, which may include Stewardship Conferences, Trail Skills Institute sessions and ATA Annual Meetings. Other opportunities may count toward annual trainings at the discretion of the Regional Steward. A Training Checklist is available to outline some of the opportunities and directions available to Stewards as they continue their professional development.

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Regional Steward Job Description and Qualifications

Regional Stewards coordinate the work of Segment Stewards over a larger stretch of the trail. They serve as liaisons between Segment Stewards and Land Management Agencies and assist the ATA in identification of critical project areas when additional resources become available. Regional Stewards are also the primary recruiters, trainers and supervisors of the Segment Stewards.

Responsibilities:

Supervise Segment Stewards:

- **Recruit:** Regional stewards should be plugged into the trail community in their area and recruit stewards for vacancies as needed.
- **Train:** While training opportunities are provided through the ATA, the Regional Stewards are the primary point of contact for Segment Stewards and have the greatest opportunity to provide initial and detailed training specific to their region and segment. Regional Stewards should also track professional development participation for their stewards.
- **Support:** Regional Stewards should provide or facilitate logistical support including tools, training, volunteer recruitment and reporting for events and maintenance activities.
- **Facilitate:** Regional Stewards act as a liaison between land managers, the ATA and segment stewards, including keeping stewards current on agency strategies and plans.
- **Monitor:** Tracking completion of Annual Assessment and being aware of maintenance projects is important to ensuring that stewards are engaged and supported. Regular, predictable communications with stewards is key.

For the ATA:

- Work with Trail Operations and the Volunteer Coordinator to coordinate region wide projects and initiatives.
- Build a basic familiarity with all passages in the region
- Maintain a working relationship with Land Managers through regular and predictable communication.
- Communicate information about the segment to trail users, various agencies and the general public. Because a Regional Steward's contact information is included on the ATA website, they become a point of contact for trail users with questions and concerns about their activities on the trail.

Qualifications

Qualifications for Segment Stewards are evaluated on a case-by-case basis by the Trail Director and the Volunteer Coordinator. Preferred qualifications include:

- Residing year-round in the region
- Experience as Segment Steward
- Current member of the ATA

Professional Development

It is expected that Regional Stewards attend at least one Stewardship Conference per year. It is recommended that they also have participated in the Trail Skills Institute Sessions and regular ATA Annual Meetings.