



Assessment Coordinator
Part-Time, Seasonal
Reports to: Executive Director

Summary

Interested in a flexible, part-time & seasonal position supporting one of the country's largest state-level mountain bike advocacy organizations? The Vermont Mountain Bike Association (VMBA) is seeking an Assessment Coordinator to help conduct Adaptive Assessments across the state and support our Chapters in making their trail systems more accessible. This is a hybrid position with a flexible work schedule, including approximately 12 site visits to trail systems throughout Vermont.

About us

Founded in 1997, VMBA's mission is to ensure the sustainability of mountain biking in Vermont and thoughtfully promote exceptional riding experiences for all through advocacy, education, and community-driven stewardship. We envision a future where mountain biking is at the center of healthy, economically vibrant, and environmentally sustainable communities throughout Vermont, with well-planned, accessible, and progressive trail systems state-wide. Our organization consists of 28 local Chapters, one central office, and 9,000+ individual members. Collectively, we steward over 920 miles of trail and deploy 25,000+ volunteer hours annually.

The Position:

VMBA is seeking an organized and collaborative Assessment Coordinator to support our Adaptive Assessment program in 2025. The program, conducted in cooperation with Vermont Adaptive Ski & Sports (VASS) and the Kelly Brush Foundation (KBF) is now in its fourth year and is a dedicated component of Vermont's statewide [Trail Accessibility Hub](#). The Assessment Coordinator will be responsible for helping identify and schedule twelve (12) on-site Adaptive Assessments during the summer trail season (May - October), and will lead all logistical communication between the partners and trail managers. The Coordinator will attend each assessment, document findings visually and with notes, and prepare post-assessment reports that summarize existing trail accessibility and adaptive upgrade opportunities. The Coordinator will work closely with VASS and KBF staff and leverage their expertise and direction concerning technical trail barriers and improvements.

Duties and responsibilities:

- Assist in the identification, selection, and recruitment of twelve (12) trail networks for Adaptive Assessments in 2025
- Refine standard documents for communicating with trail managers
- Manage all communications with trail managers and, if appropriate, land managers, for selected trail networks, including Assessment scheduling, coordination, and follow-up reporting & documentation



- Schedule Adaptive Assessments
- Conduct 'Pre-Assessments' (remote/virtual) with trail managers and partners to identify Assessment priorities and route/agenda
- Support twelve (12) on-site Adaptive Assessments, working with representatives from VASS and KBF to catalogue adaptive upgrade opportunities (specific location, visual documentation, and textual descriptions) and capture summaries of improvements necessary to make individual trails 'adaptive-friendly'
- Prepare written post-Assessment reports for, including all relevant adaptive upgrade information, trail summaries, and links to visual documentation
- Assist with the adaptation of Assessment materials into generalized resources for trail managers (e.g. 'case studies')

Desired Qualifications:

- Highly organized and responsive
- Strong people management skills
- Strong written and verbal communication skills
- Excellent notetaker and synthesizer
- Familiarity with trail design and building practices. Must know the basic principles of laying out and constructing modern, bench-cut trails
- Passion to help make Vermont's trails more accessible

Benefits:

- Seasonal (May - October), approximately 15 hours per week
- Hourly (\$30/hr)
- Flexible working hours and location (excluding on-site assessments)
- Access to industry deals on components, bikes, and accessories
- Paid to get out on the trail with rad people

Additional Information:

VMBA is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran or disability status. We are committed to building a team that represents a variety of backgrounds and skills to continue our work of [listening and learning](#), and we strongly encourage applications from women, people of color, ethnic minorities, LGBTQ, and persons with disabilities..

How to apply:

Qualified candidates are asked to please submit a brief cover letter, resume, and two references to jobs@vmba.org. Please use "VMBA Assessment Coordinator" in the subject line. Applications will be reviewed as they are received on an ongoing basis and interviews extended to competitive candidates.