

Mountaineer Trail Crew Leader Candidate: Knowledge, Skills, and Abilities (KSA)

Modified: November 21, 2025

This form outlines the required KSAs for a Trail Crew Leader Candidate.

1. Coordination with Partners and Agencies

- ☐ Demonstrates appropriate methods for contacting and coordinating with Project Partners or Representatives of the Land Managing Agency.
- ☐ Knows how to initiate and complete required communications (e.g., radio dispatch, phone, email, website) with the Land Manager.

2. Project Planning and Scouting

- ☐ Successfully investigates (surveys/scouts) worksite requirements, including access, hours of operation, parking, permits; documents work nature (with photos), equipment needs, crew size and conditioning levels, maps, and project description for crew members.
- ☐ Prepares and distributes maps to drivers and crew members to ensure all know the route to the worksite.
- ☐ Leaves details with a responsible person, including departure and return times.

3. Leadership and Delegation

- ☐ Effectively shares project leadership roles and responsibilities with experienced crew members, including Co-Leader, Assistant Leaders, First Aid Leader, and agency representatives.
- ☐ Recruits crew members and delegates assignments for Assistant Leader, First Aid Lead, and other key roles.
- ☐ Solicits participants for thoughts on tasks and effectively delegates work to participants.
- ☐ Rotates participant job tasks to prevent boredom and potential repetitive stress injury.

4. Administrative Tasks

- ☐ Lists, assigns volunteer hours, and closes activities on the Mountaineers website.
- ☐ Locates and/or prints activity registration information, including participant names and emergency contacts.

5. Communication with Crew

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- ☐ Communicates work plan essentials with Assistant Leaders and crew members to ensure all are informed on trip details.
- ☐ Lists and explains required protective clothing and equipment (e.g., long pants/long sleeves, work or hiking boots).
- ☐ Seeks input from participants at the trailhead regarding injuries, successes, and other comments on the day's activity.
- ☐ Communicates a thank-you message to participants and Project Partners.

6. Equipment and Access Preparation

- ☐ Ensures the work party has access needs, including gate keys, parking passes, and camp passes.
- ☐ Selects, packs, and ensures functionality of tools, PPE, radios, first aid kits, and other equipment.
- ☐ Properly inventories returning equipment, cleans tools and PPE, assesses radios for working condition, and reports missing or damaged items.

7. Documentation and Plans

- ☐ Prepares key documents, including Tailgate Safety Briefing (TSB), Emergency Action Plan (EAP), Job Hazard Analysis (JHA), and Trailhead Communication Plan (TCP).
- ☐ Prepares a project report documenting successes, remaining obstacles, and photos (worksite, crew in action, before/after results).
- ☐ Familiar with information to share with The Mountaineers, Land Managers, Project Partners, and crew at project completion.

8. Safety, Well-Being, and On-Site Management

- ☐ Ensures a safe and productive working environment, including opportunities for water, food, rest breaks, attention to Leave No Trace (LNT) principles, personal hygiene, nutrition, and hydration.
- ☐ Terminate activity if weather becomes unsafe or participants are having a miserable experience.
- ☐ In case of emergency, follows the Emergency Action Plan (EAP) using the 7-step incident response.

Crew Leader: _____

Evaluated by: _____ Date: _____

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