**Trails Pr**



**Trails Program Manager**

**Essential Functions**

The Sheridan Community Land Trust (SCLT) seeks a positive, resourceful, and experienced Trails Program Manager (TM). The seasonal TM’s role will be a combination of on-trail and off-trail work. Approximately 60% of the time will be on-trail work including ensuring trails are maintained, communicating to the public, designing and flagging routes and grades, supervising trail construction and seasonal trail maintenance staff, and leading groups of volunteers. The other 40% of the time will be off-trail including contracting, trail planning, and securing right of way and/or access agreements.

**Responsibilities**

* Possess interpersonal communication skills – you must be comfortable leading trail crews, trainings, meetings, and more. You lead with confidence, keep it fun, and show empathy and respect for others.
* Engage and educate community members (on- and off-trail )regarding responsible use of SCLT non-motorized trail systems. Act as an ambassador for SCLT and educate users and volunteers about SCLT’s programs in the community. Convey best trail use practices, leave-no-trace principles, trail design/construction and maintenance concepts, and generally be available to answer user-related questions.
* Coordinate with SCLT leadership and the SCLT Trail Builder / Construction Supervisor (TB) on the completion of new trail construction The TB will set the pace of trail construction; however, you will work with the TB to expedite construction by developing and permitting route revisions when needed; securing advance project resources such as culverts, fences, and bridges; and coordinating reporting to partners and agencies. Additionally, you will coordinate with the TB to determine if seasonal Trail Technician(s) and / or volunteers can be helpful in the construction. When seasonal Trail Technician(s) and / or volunteers are used for new trail construction, you will be their primary supervision.
* Assist in the supervision of trail construction completed by outside contractors (when requested by the TB). Ensure the work of contractors upholds SCLT standards and expectations.
* With input and assistance from the TB lead the design, purchase, and installation of trail wayfinding signage. Provide review of trail system kiosks. Lead in the installation of trail system kiosks.
* Serve as the primary point of contact with neighbors, landowners, and community members, and all agencies and land managers regarding the development, maintenance and use of both terrestrial and water trails.
* Oversee and lead trail system maintenance. Assess needs, maintain a list of trail maintenance and infrastructure priorities, have a plan for their implementation, and ensure maintenance tasks are complete t, trail infrastructure, and trailheads. Complete the maintenance tasks with assistance from the seasonal Trail Technician(s),and community volunteers You will conduct route maintenance such as trimming, mowing, collecting trash and dog waste, clearing log jams from water trails, and weed management. You will participate in technical projects on the ground, including trail drainage improvements, installation of signage, benches, and routine minor trail improvements.
* Assist in the hiring of seasonal trail technician(s). Supervise all seasonal trail technician(s).
* Schedule, organize, and lead routinely scheduled volunteers as well as special event volunteer opportunities. This includes school group, business groups, and mixed groups.
* Manage SCLT’s Trail Ambassador program and ensure Ambassadors have the resources they need to succeed.
* Manage the contractor procurement process and contracts for professional builds.
* Oversee all trail staff and volunteers maintenance of equipment and supplies for trail work, ensuring proper maintenance, sufficient quantity, and registration (of vehicles and trailers), and maintain relevant documentation.
* Design, measure grade, and flag new trail alignments. Additionally, incorporate the TB in design, grade, and alignment considerations.
* Advance SCLT’s recreation mission by searching out new recreational opportunities, developing concepts, gaining support, producing the design, securing permissions. Assist SCLT leadership to secure funding and acquiring the workforce by procuring contractors or coordinating volunteers to see projects through to completion.

**Other**

* Assist with educational and membership support activities, including non-trail-related events.
* Organize and lead periodic Recreation Work Group meetings, keeping staff, colleagues, and SCLT volunteers up to date on the trail program activities.
* Assist with administrative and office responsibilities as needed.
* Perform other miscellaneous tasks as needed.

**Required Qualifications**

* Required experience operating and maintaining a chainsaw. Preferred experience operating machinery such as mini excavator, skid steer, and powered wheelbarrow. Ability to perform basic maintenance on such equipment.
* Ability to drive a truck with a trailer.
* Proven experience managing volunteers and/or paid crews in the field, accomplishing projects safely and effectively.
* Ability to mediate disputes and navigate interpersonal conflict between stakeholders.
* Experience with record keeping and documentation.
* Basic First/CPR certification; or ability to become certified.
* Ability to do hard manual labor for extended periods, lift 50 pounds, hike multiple miles, and spend entire days working in inclement weather.
* Proficient with general office software. Mapping or GIS software experience is a plus.
* Possess strong written and verbal communication skills.
* Possess leadership skill in order to lead crews, meetings, and trainings.
* Ability to balance competing objectives.
* Possess excellent time management skills.

**Desired Qualifications**

* Demonstrated experience with all aspects of trail building and maintenance.
* Experience mapping and designing new trails.
* Demonstrated ability to communicate plans for new trails to stakeholders.

**Terms & Compensation**

This is an hourly, seasonal, part-time position that offers flexibility to the TM with the understanding that SCLT trails will see a physical presence during peak use periods as well as routine visits during off-peak season. This position reports to the Executive Director. The position has an negotiable hourly rate plus benefits that include paid leave, holidays, and the option to participate in an employee IRA retirement.

The general work schedule will be as follows:

April - May = 8 weeks @ up to 20 hours/week (160)

June - September = 18 weeks @ up to 30 hours/week (540)

October - November = 9 weeks @ up to 20 hours/week (180)

**To Apply**

Send resume and cover letter to [director@sheridanclt.org](mailto:director@sheridanclt.org). Applications will be considered in the order they are received.