



# GEORGES RIVER LAND TRUST

## Employment Position Description

### **Trails Manager** *Amended February 2016*

#### **GENERAL DESCRIPTION**

The Trails Manager is responsible for the design, construction and maintenance of trails within the Georges River Land Trust's service region, including trails on preserves and easements, the Georges Highland Path and other freestanding conservation footpaths throughout the watershed. The Trails Manager will report to the Executive Director

#### **KEY RESULT AREAS**

##### **Management of the Georges Highland Path and Other GRLT Footpaths on Conserved Lands**

- Consult Georges Highland Path Standards & Practices for policy on all trails activities
- Oversee the expansion of the Georges Highland Path including timeline, feasibility, enhancement, resources needed and community resources
- Through the development of a skilled volunteer corps, design and construct new portions of the Georges Highland Path and other footpaths in the watershed
- With the help of volunteers, maintain existing sections of the Georges Highland Path and other GRLT footpaths, including parking lots, kiosks and signs, treadways and any trail management infrastructure
- Maintain all trail-related tools in good serviceable condition and stored appropriately
- Initiate correspondence with prospective Georges Highland Path landowners and maintain positive relationships with all GHP landowners through communication and acknowledgement. Ensure that landowner information is current in GRLT database.
- Recruit, train and sustain a robust corps of volunteers for trail building and maintenance, including Trail Adopter Program and ensure volunteer information is current in GRLT database.
- Collect and provide point data for the creation of trail maps
- Participate in fundraising activities including researching and drafting grant proposals for the benefit of the construction and maintenance of the GRLT system of trails.
- Collaborate with other staff and volunteers to develop, plan and build trails on GRLT lands held in fee, as directed by their Management Plans
- Consult Land Trust Alliance Standards & Practices for relevant policy and practices

##### **Partnerships, Outreach & Education**

- Plan and implement outreach and membership activities utilizing the GRLT trails system in collaboration with Development and other Program staff.
- Promote Leave No Trace ethics in all activities and publications
- Provide photographs and prepare text illustrating trails and trails projects for GRLT publications, public information meetings and other outreach needs
- Oversee and ensure distribution of GRLT materials at all trailheads and other locations as directed

- As needed and in cooperation with Stewardship Program Manager, collaborate with other trails programs, attend regional and state-wide trails meetings and serve as a consultant regarding trails as appropriate

### **Administration & Policy**

- Participate in the creation of public access strategies, multi-year plans, policies and procedures, in compliance with the Land Trust Alliance Standards and Practices
- Attend and staff monthly Trails Committee meetings; attends staff meetings as directed
- Develop and monitor seasonal work plan and budget; provide updates

*Every effort has been made to make this description of duties as complete as possible. However, it in no way states or implies that these are the only duties required of the position. The omission of specific statements of duties does not exclude them from the duties of the position if the work required is similar, related or a logical assignment to the position.*

### **ESSENTIAL KNOWLEDGE, ABILITIES & SKILLS**

1. In-depth experience in hiking trail design, lay-out, construction and maintenance, as well as lands management
2. An ability to steward 50+ miles of hiking trails and 15+ preserves, including coordinating project list, motivating and leading volunteers, meeting deadlines and working within established budgets
3. A working knowledge of the GRLT mission and local land conservation issues in the watershed, as well as an interest in the success of GRLT in meeting its goals
4. An understanding of and creative approach to connecting people with the land in ways that develop a conservation ethic, including a working knowledge of Leave No Trace ethics and public access issues
5. Advanced map-reading and mapping abilities, including proficiency in compass and GPS use; GIS proficiency desirable
6. Ability to safely use and maintain a variety of hand and power tools
7. Professional, outgoing, positive, energetic and people-oriented approach, including the ability to inspire and motivate action and success in others
8. Ability to work effectively with a wide range of people, including GRLT board members and staff, landowners, volunteers, the public, donors and other prospects
9. Self-motivated and independent, as well as a team player
10. Ability to think creatively and solve problems
11. Patience and flexibility in adjusting to changes in task scheduling, priorities and weather
12. Rigorous standards of confidentiality required in handling information about the GHP landowners
13. A minimum of a Bachelors Degree or experience commensurate with the needs of the position
14. A valid driver's license and personal vehicle with evidence of insurance

### **POSITION TYPE**

Seasonal (six months); full-time (40 hours/week); exempt. Some weekend and evening work.