

Adopt-A-Trail Coordinator

Job Description

Sleeping Bear Dunes National Lakeshore has over 100 miles of hiking trails on the mainland. These trails can have erosion problems, down trees or branches, or other maintenance issues. The role of the Adopt-A-Trail volunteers is to hike their designated trail on at least a monthly basis, resolve minor maintenance issues (removing small branches, etc.) and report any major maintenance via the Friends web site: www.friendsofsleepingbear.org.

The duties of the Adopt-A-Trail coordinator include:

- Provide training and materials for the volunteers and organizes an annual training meeting in May. Training includes describing the duties of the Adopt-A-Trail volunteer, safety issues, how to interact with trail users, and reporting requirements. Much of this content is provided by Park Rangers.
- Provide one-on-one training for new volunteers that were not able to attend the annual training meeting.
- Assure that all new SBHT Ambassadors sign up to be NPS volunteers. Original applications are scanned or copied and sent to the Friends Membership Director, so their contact information can be entered into the Friends Membership database. Originals of the forms are given to the Park Volunteer Coordinator.
- Review the volunteer reports and assures that Park staff is aware of the major maintenance issues.

Required Experience

Understanding maintenance equipment and procedures
Communication skills
E-mail

Required Training

Provided by Friends of Sleeping Bear Dunes and NPS

Time Commitment

2-4 hours per week in the High Season (May – September) to coordinate.

Preparation for the Annual kick-off and training meeting in May requires about 12 hours.

If the SBHT Coordinator is also an Ambassador (recommended), add approximately 4 hours per month depending on trail segments monitored.

During Low Season (October – April) very little time would be required.