

Echo Valley Mt. Bike Trail Coordinator

Job Description

Sleeping Bear Dunes National Lakeshore will be evaluating the environmental impact of a proposed mountain bike trail in the Park on approximately 2,000 acres of land south of Glen Lake in the Echo Valley and Burnham Road area. The environmental assessment will begin in 2017 and take approximately one year to complete. The Friends has agreed to pay for a contractor to lead the E/A and Friends will be involved in collecting data and providing input on the planning. The Friends will also coordinate with the International Mountain Bike Association. If the project moves to the design phase, the Friends will be involved in fundraising and selecting a design firm. If the project gets to the construction phase, Friends will again be involved in fundraising, selecting a construction firm, and providing volunteers. Once built, the Friends will be involved in ongoing maintenance. The Echo Valley Trail Coordinator will manage the Friends involvement in this project from E/A through design, construction and ongoing maintenance phases.

Volunteer hours are reported via the Friends web site: www.friendsofsleepingbear.org or with a paper sign-up sheet sent to the Volunteer Hours Coordinator after each project.

The duties of the Echo Valley Trail Coordinator include:

- Work closely with NPS management and NEPA Coordinator to select a contractor to conduct the E/A.
- Supervise payments and required reports from the E/A contractor.
- Work NPS NEPA Coordinator and Natural Resources Chief to provide volunteers to assist with the E/A.
- Assist with fundraising for design, construction and maintenance of the Echo Valley Mt. Bike Trail.
- Facilitate involvement of the Internationals Mountain Bike Association (IMBA) and other interested individuals and organizations.
- Recruits and manages volunteers for trail construction.
- Assure that a robust ongoing maintenance program is established.
- Work with Park Interpretive staff to develop and install interpretive signs and trailhead kiosk.
- Work with Park Interpretive staff to create trail maps and descriptions for the park web site and Friends Hiking Trails booklet.
- Assure that all new volunteers 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.
- Report to the Friends Programs Director, who will submit the report for the information packet for the Executive Committee or Board of Directors meetings.

Required Experience

Fundraising

Trail construction or maintenance experience is helpful

Communication skills

E-mail

Required Training

Provided by Friends of Sleeping Bear Dunes and NPS

Time Commitment

Average of 16 hours per week for planning, hold meetings, and communicating is anticipated once the project begins. The amount of time will vary each week depending on specific project activities.