

## **Sleeping Bear Heritage Trail Director**

### **Job Description**

The Sleeping Bear Heritage Trail Director is responsible for operations and maintenance of the SBHT. The Director facilitates meetings of the SBHT Steering Team and implements programs and directives from the Steering Team. The Trail Crew Coordinator, Ambassador Coordinator, Leelanau Scenic Heritage Route Committee Liaison, and IMAP Coordinator report to the SBHT Director.

The duties of the SBHT Director include:

- Facilitate the SBHT Steering Committee meetings
- Work with the Fund Development Director to assure sufficient funds are available to support operations and maintenance of the SBHT
- Collaborate with SLBE management to assure that maintenance and operations of the SBHT are in compliance with NPS regulations and procedures.
- Provide a monthly report to the Executive Committee or Board of Directors

### **Required Experience**

Communication skills  
Organizational skills

### **Required Training**

Provided by Friends of Sleeping Bear Dunes  
Some classes may be provided by NMC or NorthSky Non-profits

### **Time Commitment**

12 hours per week