

Accessibility Coordinator

Job Description

Sleeping Bear Dunes National Lakeshore has over 50 miles of hiking trails on the mainland, the 20-mile Sleeping Bear Heritage Trail, and over 35 miles of Lake Michigan beaches as well as many inland lakes and other facilities that Park visitors use daily. We are committed to making our beaches, trails, picnic areas, and amenities more accessible to people with disabilities. In following Universal Design principals, we believe these park features will also be more accessible to families and senior visitors. This is important as our country's population ages. The Friends Accessibility Coordinator works with Park management and volunteers to write grant applications and raise donations to make improvements to our beaches and trails to improve accessibility for all visitors. The first step to make these improvements has been to assess the present state of beaches and trails and the second step is to make modifications to improve access and to update trail maps and trail head information so that individuals can determine what Park areas they are able to access, dependent on their abilities.

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 Accessibility Coordinator include:

- Lead the Accessibility committee to do planning and assessment of Park beaches and trails.
- Recruit and manage volunteers for assessment, construction, maintenance, and management of accessible programs.
- Develop grant applications and solicit donations to pay for contractor work or materials/equipment for some projects.
- Manage awarded grants by submitting reports to the granting organization as required.
- Assure that 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.
- Write and submit reports to the Friends Programs Director, who will submit the report for the information packet for the Executive Committee Board of Directors meetings.

Required Experience

Communication skills

E-mail

Familiar with or willing to become familiar with the principals of Universal Design, Americans with Disabilities Act (ADA) requirements, and understanding of minimum design and best design as it relates to outdoor recreation.

Required Training

Provided by Friends of Sleeping Bear Dunes and NPS

Time Commitment

4 hours per week to coordinate the program, hold meetings, and communicate.

Volunteer hours for each trail or beach assessment and construction projects will vary.

20-40 hours for each grant application written.