

## Echo Valley Mt. Bike Trail Project Coordinator

### Job Description

Sleeping Bear Dunes National Lakeshore will be evaluating the environmental impact (E/A) 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 when Park management has sufficient resources to conduct the assessment. The E/A will take approximately one year to complete. The Friends has agreed to pay 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 and providing input on trail design. 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 may be involved in ongoing maintenance. The Echo Valley Trail Project 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](http://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 with NPS NEPA Coordinator and Natural Resources Chief to provide volunteers to assist with the E/A.
- If the E/A results in a Finding of No Significant Impact (FONSI), participate in fundraising, design, construction and maintenance of the Echo Valley Mt. Bike Trail.
  - Work with project stakeholders to create a Steering Team for the project.
  - Lead the Steering Team and coordinate their activities and implement their decisions.
  - The Steering Team will raise funds for the design and engineering phase.
  - The Steering Team will select a contractor to provide design and engineering for the project.
  - Facilitate involvement of the International Mountain Bike Association (IMBA), Michigan Mountain Bike Association, and other interested individuals and organizations.
  - Recruit and manage volunteers for trail construction.
  - The Steering Team will assure that a robust ongoing maintenance program is established.
  - The Steering Team will work with Park Interpretive staff to develop and install interpretive signs and trailhead kiosk.
  - The Steering Team will 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 as 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**

Minimal time will be required until the E/A begins. Then an average of 16 hours per week for planning, hold meetings, and communicating is anticipated. The amount of time will vary each week depending on specific project activities.