

Kettles Trail Coordinator

Job Description

Sleeping Bear Dunes National Lakeshore will be building a new hiking trail in the Bow Lakes region of the Park in 2018. The proposed trail will be about 3.5 miles long and will require construction of a driveway and small parking lot. The trail from the parking lot to an overlook on the rim of a geologic kettle will be built to accessibility standards. This section of trail is about 0.25 miles. The rest of the trail will follow old logging roads (dirt 2-tracks) with one section of about 1/3 mile to be built through an area with very steep slopes. This trail will need to be modified from 2-track to single track trail on compacted soil base. Several down trees must be removed, way finding signs and interpretive signs installed. The construction plan also calls for a viewing platform at the edge of a bog.

The Kettles Trail Coordinator will work with Park Roads and Trails management to develop the construction plan. The Coordinator will contract with an excavator contractor to build the driveway and parking lot. The Coordinator will contract with YouthWork Youth Corps, a division of Child and Family Services, to build the accessible and rustic hiking trail segments. The Coordinator will solicit and manage volunteers to work with Park staff and YouthWork in building trail and an observation deck at the bog and install interpretive and way-finding signs.

Once the trail has been built, it will be managed like other Park hiking trails and be included in the Friends Adopt-A-Trail program.

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 Kettles Trail Coordinator include:

- Work closely with NPS Roads and Trails Manager and staff to develop a work plan.
- Work with YouthWork Youth Corp to integrate their team into the work plan and cost estimates.
- Recruit and manage volunteers for trail construction.
- Work with Park Interpretive staff to develop and install interpretive signs and trailhead kiosk.
- Contract with a local excavator to build the driveway and parking lot.
- Work with Park Interpretive staff to create trail maps and descriptions for the park web site and Friends Hiking Trails booklet.
- Be involved in fundraising activities for the Kettles Trail.
- 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

Trail construction or maintenance experience
Communication skills
E-mail

Required Training

Provided by Friends of Sleeping Bear Dunes and NPS

Time Commitment

12 hours per week for planning, hold meetings, and communicate.

Weekly commitment of time will vary widely depending on specific project needs.