

## **SBHT Ambassador Coordinator**

### **Job Description**

The Sleeping Bear Heritage Trail (SBHT) is a proposed 27-mile long non-motorized trail for biking, hiking, running, walking, wheelchair use, and cross country skiing. To date, 20 miles of trail have been built. Trail Ambassadors walk, ski, or ride bikes on the trail to be available to answer visitor questions, lend assistance, and do minor trail maintenance. Ambassadors enter their trail reports on the data-reporting page of our web site: [www.friendsofsleepingbear.org](http://www.friendsofsleepingbear.org).

The SBHT Ambassador Coordinator duties include:

- Provide training and materials for the Ambassadors and organize an annual SBHT Ambassador training meeting in May. Training includes describing the duties of the Ambassador, safety, how to interact with trail users, and reporting requirements. Much of this content is provided by Park Rangers.
- Provide one-on-one training for new volunteers that were not able to attend the annual training meeting.
- Ensure that all new SBHT Ambassadors 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.
- Monitor all Ambassador Reports and forward reports of any major maintenance or safety issue to the SBHT Trail Crew Manager for resolution.
- Report to the Friends Programs Director, who will submit the report for the information packet for the Executive Committee or Board of Directors meetings.
- Find Ambassadors to volunteer to work on special events held on the SBHT.

### **Required Experience**

Group organizational skills  
Communication skills  
E-mail

### **Required Training**

Web site, database and spreadsheet training provided by Friends of Sleeping Bear Dunes.

### **Time Commitment**

2-4 hours per week in the High Season (May – September) to coordinate.

Preparation for the Annual kick-off and training meeting in May requires about 12 hours.

If the SBHT Coordinator is also an Ambassador (recommended), add another 4 hrs per month.

During Low Season (October – April) very little time would be required.