

Sleeping Bear Heritage Trail Manager

Job Description

The Manager of the Sleeping Bear Heritage Trail [SBHT] is responsible for the operations and maintenance of the Heritage Trail. This is a Staff position reporting to the Board of Directors.

The Ambassador Coordinator, the CREW Coordinator; the IMAP Coordinator report to the SBHTrail Manager

Responsibilities include:

- Working with and providing direction to the Ambassador Coordinator, the CREW Coordinator and IMAP Coordinator in the objectives and needs of the trail;
- Collaborates with NPS and SLBE on regulations, procedures and safety;
- Assessing, identifying, monitoring and addressing trail needs;
- Developing and managing annual budgets;
- Collaborating with SLBE and TART in the management of preventive maintenance funding;
- Reviewing, approving, submitting expenses to Bookkeeper;
- Identifying fundraising opportunities, grants;
- Monthly report to Board of Directors or Executive Committee;
- Development of Annual and 5-Year Maintenance Plan;
- Engaged with design team in the development of new trail segments;
- Coordinating team members on events and activities on the trail;
- Chairs and facilitates the SBHTrail Steering Committee;
- Having FUN !

Experience

- Good Communication skills – clarity, writing, speaking
- Very good Organizational skills

Training

- Guidance / training provided by Friends of Sleeping Bear Dunes
- Seminars, classes are available . . . re: NMC, Networks Northwest, Trail Organizations

Time Commitment

8 – 10 hours per week

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