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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