

Accessibility Coordinator

Job Description

Sleeping Bear Dunes National Lakeshore has over 100 miles of hiking trails, the 27-mile Sleeping Bear Heritage Trail, and over 35 miles of Lake Michigan beaches as well as many inland lakes and other facilities that Park visitors use daily. We are committed to making our beaches, trails, and picnic areas more accessible to people with disabilities. As our country's population ages, more Park visitors find it difficult to use some of these facilities. The Friends Accessibility Coordinator works with Park management and volunteers to write grant applications and raise donations to make improvements to our beaches and trails to improve accessibility for all visitors. The first step to make these improvements is to assess the present state of beaches and trails and the second step is to make modifications to improve access.

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 Accessibility Coordinator include:

- Lead the Accessibility committee to do planning and assessment of Park beaches and trails.
- Recruit and manages volunteers for assessment, construction, and maintenance.
- Develop grant applications and solicits donations to pay for contractor work for some projects.
- Assure that 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

Communication skills
Basic computer and internet skills
Organizational skills
Understanding of Accessibility challenges

Required Training

Provided by Friends of Sleeping Bear Dunes and NPS

Time Commitment

4 hours per week to coordinate the program, hold meetings, and communicate.

Volunteer hours for each trail or beach assessment and construction projects will vary.

20-40 hours for each grant application written.