

Adopt-A-Trail Coordinator

Job Description

Sleeping Bear Dunes National Lakeshore has over 50 miles of hiking trails on the mainland. These trails can have erosion problems, down trees or branches, or other maintenance issues. The Adopt-A-Trail program is designed to have volunteers hike their designated trail on at least a monthly basis, resolve minor maintenance issues and report any major maintenance via the Rustic Trail reporting form on Friends web site: www.friendsofsleepingbear.org. The volunteers should also become knowledgeable of the park history, layout, and rules.

The duties of the Adopt-A-Trail coordinator include:

- Provide training and materials for the volunteers and organize an annual training meeting for new volunteers in the spring. Training includes describing the duties of the Adopt-A-Trail volunteer, safety issues, how to interact with trail users, and reporting requirements.
- Provide one-on-one training for new volunteers that were not able to attend the annual training meeting.
- Assure that all new AAT 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.
- Review the volunteer reports and assure that Park staff is aware of the major maintenance issues.
- Ensures volunteers are kept up to date on any changes that may affect them, including general safety concerns. Acts as a contact person for any trail maintenance questions.

Required Experience

Understanding maintenance procedures that comply with the Park Roads, Grounds and Maintenance Staff.

Communication skills

E-mail

Required Training

Provided by Friends of Sleeping Bear Dunes and NPS

Time Commitment

2-4 hours per week in the busy season (May – October).

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

During off season (November – April) very little time would be required.