

## Sleeping Bear Heritage Trail Director

### Job Description

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

Responsibilities include:

- Chairing and facilitates the SBHT Steering Committee;
- Coordinating the activities of the Trail Ambassador Coordinator, the Trail Crew Coordinator; the IMAP Coordinator to assure safe and effective management of the trail.
- Assessing trail needs;
- Collaborating with Sleeping Bear Dunes National Lakeshore management on regulations, procedures and safety for workers, volunteers, and trail users;
- Developing plans to address trail needs;
- Developing and managing annual budgets;
- Reviewing and approving expenses;
- Identifying fundraising opportunities and grants;
- Providing monthly reports to the Board of Directors or Executive Committee;
- Developing and implements a 5Year Trail operations Plan;
- Engaging with the design team in the development of new trail segments;

### Experience

- Good Communication skills – writing & speaking
- 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