

Accessibility Co-Coordinators 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 Co-Coordinators will work as a team with Park Management and Volunteers to continue assessing options that will improve accessibility for all visitors. Accessibility Co-Coordinators will not only explore new options, but utilize recommendations that have already been suggested; as many of the trails and other Park facilities have already been assessed. This is very much a Team approach and will require the ability to work closely with others.

The duties of the Accessibility Co-Coordinators include, but are not limited to the following:

- Work with the grant team to raise money for new projects
- Work with local business and organizations to help increase donations and local involvement
- Oversee accessibility improvements that the team decides are possible.
- Work with the program manager of both our Track Chair program and Wheel Chair Bike program
- Provide PR input, including short write ups, and interviews requested from different organizations
- Provide updated information for our web page
- Oversee recruiting, training and volunteer needs, with the help of our program managers
- Continue to promote the Programs that are in place and ways to sustain them
- Work with the Board of Directors to help establish new initiatives
- Determine Accessibility Budget with the help of Finance Committee
- Organize and lead meetings when needed

Required Experience

Communication skills

Basic computer and internet skills

Organizational skills

Understanding of Accessibility challenges or a willingness to learn

Time Commitment

2-8 hours per week on average depending on time of year, new projects may require longer hours to get started. There may be times in the winter that nothing needs to be done for a period of time.