



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
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www.paintcreektrail.org

Seasonal Bike Patrol Position Notice & Description Paint Creek Trail, Rochester, Michigan

Position Length:

- 20 hours a week from May 25, 2018 – October 28, 2018
- Work hours will vary and will be determined by the Trail Manager, with some flexibility.
- Bike Patroller will be required to work on Saturday, June 2, 2018 and Monday, September 3, 2018 (Labor Day) in the morning.

Pay: \$11.00 per hour. No benefits.

Brief Description of Position:

Non-Law Enforcement Seasonal Bike Patroller for the Paint Creek Trailways Commission, an intergovernmental agency responsible for an 8.9 mile recreational trail in five member municipalities: Rochester, Rochester Hills, Oakland Township, Orion Township and Lake Orion. Duties may include trail user education, public relations, ordinance compliance, dissemination of trail information, and inspection of trail and Trailways Commission property, light vegetation maintenance, coordination of volunteer projects and surveys of trail users.

Responsibilities:

Bike Patrol work will be assigned on a daily or weekly basis by the Trail Manager. The Trailways Commission Chairperson may also make work assignments. Responsibilities will include but not be limited to the following:

- Patrol the trail on bike. The bike patrol individual is expected to bicycle from one end of the trail to the other at least twice (18 miles total) on every shift, weather permitting.
- Greet and converse with trail users as appropriate.
- Inform users of proper trail etiquette.
- Keep adequate supply of trail brochures and other suitable materials on hand, and refill brochure boxes when appropriate.
- Keep adequate supply of dog waste bags on hand, and refill dispensers when appropriate.
- Maintain the Trail kiosks with up-to-date information.
- Encourage ordinance compliance by advising and educating users about Uniform Trails Ordinances.
- Communicate when necessary with appropriate law enforcement agency.
- Keep aware of conditions on trailways property. Advise Trail Manager of maintenance needs and safety concerns.
- Remove small branches, and provide minor trimming of vegetation.
- Complete inspection reports, logs and other necessary paperwork as required by Trail Manager.
- Communicate with trail users, neighbors, and construction staff during the Bridge 33.7 Replacement Project and Resurfacing Project in 2018; Assist with trail traffic control when appropriate.

- Attend training classes and seminars as required by Trailways Commission, Commission Chairperson or Trail Manager.
- Coordinate volunteer projects on the trail, and report status of projects to Trail Manager.
- Assist with trail user surveys, if applicable.
- Attend Trailways Commission meetings and other meetings as directed by Trail Manager if necessary.
- Attend and participate in Trailways commission events to assist with Commission display, and patrol trail.
- Attend meetings and participate as a liaison to the Friends of the Paint Creek Trail group.

Qualifications:

The Trailways Commission desires a self-directed individual who works with a minimum of supervision and is willing to perform a variety of tasks. Excellent communication skills are necessary. Education, Certification and/or experience in police administration, and Bike Patrols are preferred, but not required. Knowledge and experience in parks and recreation, natural areas management, or environmental education is a plus. Applicants must possess or being willing to obtain either an American Red Cross or American Heart Association CPR Card, as well as Standard First Aid Card.

Uniforms & Equipment:

The Paint Creek Trailways Commission will provide uniforms, and all equipment required to complete the job satisfactorily. You must provide your own bike, but the Commission will provide routine maintenance. Must have own cell phone.

About the Paint Creek Trailways Commission:

The Paint Creek Trailways Commission is an intergovernmental agency that owns and operates the 8.9 mile recreational Paint Creek Trail. The Paint Creek Trail was the first non-motorized rail-to-trail in the State of Michigan, and traverses through Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion. The trail office is located at the Paint Creek Cider Mill, 4480 Orion Road, Oakland Township, 48306 (2nd floor). The trail has over 100,000 users annually and the Commission has an annual budget of approximately \$100,000. The trail is 8 feet wide, with a crushed limestone surface. The Paint Creek Trailways Commission employs a permanent part-time Trail Manager, and permanent part-time Assistant Trail Manager. The Trailways Commission contracts with the Oakland County Sheriff's Office Mounted and Bicycle Patrols for seasonal law enforcement patrols. For more information, visit <http://www.paintcreektrail.org>.

To Apply:

Visit <http://www.paintcreektrail.org> for an application. Submit cover letter, application, resume and two references (work and/or education related) by **Thursday, April 26, 2018 at 3:00pm** to:

Kristen Myers, Trail Manager
 Paint Creek Trailways Commission
 4393 Collins Road
 Rochester, MI 48306
 (248) 601-0106 (FAX) Email: manager@paintcreektrail.org