

Interim Trail Manager Job Description
Paint Creek Trailways Commission
Rochester, MI
May 14, 2019

The Trailways Commission established a part-time administrative position in the fall of 1991 in response to the increased activity, demand and duties of the Trail that came with increased use. Currently, the Trail Manager works 24 hours per week. Work is assigned to the Trail Manager by the Commission at monthly meetings or under the direction of the Chairperson. The Trail Manager reports to the Trailways Commission Chair.

The Trail Manager shall be conversant with modern office technology, with knowledge of MS Office. The Manager will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The Manager will work both in an office setting and on the trail. The Trail Manager must be physically present at the trail office, and telecommuting is not an option.

Management Responsibilities

1. Prepare notices and packets, and review Minutes for monthly Commission meetings.
2. Attend monthly Commission meetings.
3. Inspect Trail for needed maintenance by Member Communities.
4. Supervise Trailways Bike Patrol and Assistant Trail Manager.
5. Manage Trail construction and development projects, including ensuring compliance with grant requirements.
6. Manage, oversee, coordinate, and assist with events, including volunteers, promotions, and sponsorships.
7. Communicate with any contracted staff as directed by the Commission.

Financial

1. Work with Assistant Trail Manager to maintain financial accounts and prepare monthly reports of Commission finances using QuickBooks.
2. Ensure compliance with auditing requirements.

External Relations

1. Work with Community Park & Recreation Directors regarding maintenance of the Trail.
2. Work with local law enforcement regarding safety of the trail and trail users
3. Cooperate and work with community planners on projects that affect the Trail.
4. Organize and supervise volunteer coordination.
5. Act as liaison between The Friends of the Paint Creek Trail and the Commission as needed.
6. Coordinate with local municipalities to ensure restrooms are maintained properly.

Public Relations/Publicity

1. Complete and transmit all required public communications such as phone calls, mail, email, brochures, and media contacts.
2. Raise awareness of the Trail in the community through presentations, media and social media.
3. Supervise, develop, and maintain the Commission website using WordPress.
4. Maintain a robust social media presence on behalf of the trail.
5. Educate trail users about proper trail etiquette.

Clerical

1. Assure that Commission files (hard copy and electronic) are properly maintained.
2. Supervise Assistant Trail Manager in all the assistant's clerical responsibilities.

Required Qualifications and Desired Skills

- Must be able to work with public;
- Must be able to work both independently and cooperatively;
- Must have good organizational skills;
- Must have excellent communication skills;
- Must be physically able to work outdoors and on the trail;
- Must own cell phone;
- Must have reliable transportation.
- Experience with Michigan Natural Resources Trust Fund grants or other State grant programs desirable.
- Experience with Transportation Alternative Program (TAP) grants or other Federal grant programs desirable.

Pay Range:

\$24 - \$30 per hour, depending on experience and qualifications..

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, a permanent part-time Assistant Trail Manager, and a seasonal part-time Bike Patroller. 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 _____ at 5:00pm to:**

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

*College transcripts may be requested at a later date.