

Trail Manager Job Description Paint Creek Trailways Commission Rochester, MI

The Paint Creek 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 Chairperson.

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 the Trail office in Oakland Twp., MI and on the trail.

Management Responsibilities

1. Prepare notices and packets, and review Minutes for monthly Commission meetings.
2. Attend Commission meetings and lead agenda items. Meetings are held at 7pm on the third Tuesday of each month. Special meetings are held weekday evenings, periodically.
3. Inspect Trail for needed maintenance by Member Communities.
4. Administer licenses and use permits.
5. Prepare and submit Grant applications and administer awarded grants.
6. Lead Recreation Master Plan updates and revisions in a timely fashion.
7. Supervise Trailways Bike Patrol and Administrative Assistant.
8. Manage Trail development projects (includes communicating with project managers, engineers, etc.).
9. Manage, oversee, and coordinate events, including volunteers, promotions, and sponsorships.
10. Assist with events and volunteer coordination as needed.
11. Communicate with any contracted staff as directed by the Commission.

Financial

1. Create and maintain an operations budget. Prepare any required budget amendments. The budget includes commission operations, wages, office supplies and equipment to operate the Trail Manager and Administrative Assistant positions, as well as the Patrol Program.
2. Supervise maintenance of or maintain financial accounts and prepare monthly reports of Commission finances using QuickBooks or other suitable software.
3. Ensure compliance with auditing requirements.
4. Oversee the PCTC account with the Community Fund of Greater Rochester.

External Relations

1. Work with Community Park & Recreation and Department of Public Works Directors regarding maintenance of the Trail, including trail surface, amenities, restroom cleanliness, garbage disposal, etc.
2. Work with local law enforcement regarding safety of the trail and trail users.
3. Enforce focus on keeping the trail a "Natural Beauty Trail"
4. Cooperate and work with community planners on projects that affect the Trail. Community planners include the Southeast Michigan Council of Governments (SEMCOG), Oakland County, and the Trail's Member Communities.
5. Attend Trail, Water, and Land Alliance meetings as the Trailways Commission representative.
6. Assist other trails and trail groups when needed.
7. Organize and supervise volunteer coordination.
8. Act as liaison and provide basic administrative and correspondence assistance to The Friends of the Paint Creek Trail, and attend Friends of the Paint Creek Trail meetings as the PCTC representative.
9. Coordinate with local municipalities to ensure restrooms are maintained properly.
10. Respond to complaints, feedback, and inquiries from residents and the general public.

Public Relations/Publicity

1. Complete and transmit all required public communications such as phone calls, mail, email, brochures, and media contacts.
2. Make public presentations regarding the Trail.
3. Raise awareness of the Trail in the community through presentations, print and digital media and social media.
4. Communicate with trail users and neighbors about ongoing trail improvements, construction, and encroachment policy.
5. Supervise, develop, and maintain the Commission website, using WordPress or other suitable software or programs.
6. Maintain a social media presence on behalf of the trail.
7. Maintain the Adopt-A-Trail volunteer program.
8. Plan and execute trail events, including National Trails Day in June and the annual Labor Day Bridge Walk fundraiser
9. Educate trail users about proper trail etiquette.

Clerical

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

Required Qualifications and Desired Skills

- Must be able to work one or more evening per month and some weekends.
- 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 – oral and written;
- Must be physically able to work outdoors and on the trail;
- Must be First Aid/CPR certified, or be willing and able to obtain certificates.
- 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.
- Experience with private grant and other funding sources desirable.
- Experience with WordPress, MailChimp, and Canva desirable
- Knowledge of native plants and/or natural landscaping desirable.

Pay Range

\$25-\$30 per hour, depending on experience and qualifications. Benefits include personal time, vacation time, and holiday pay only.

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 Administrative Assistant, 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.

To Apply

Visit <http://www.paintcreektrail.org> for an application. Email cover letter, application, resume and two references (work and/or education related) by, **March 9, 2025 at 11:59pm** to:

Nicole Sands, Administrative Assistant
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306
Email: nsands@paintcreektrail.org

Objectives (Why are you interested in the position?)

Special Training and/or Experience:

Computer Experience (Administrative Applicants only):

	None	Novice	Intermediate	Advanced
• Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• QuickBooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• WordPress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Social Media (FB, Twitter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Interests/Comments:

References (Do not include relatives or former employers):

Name: _____ Title _____ Phone _____

Name: _____ Title _____ Phone _____

Additional Information:

Have you ever been convicted of a crime? Yes No (*conviction of a crime will not necessarily disqualify you from employment*)

If yes, where, when and nature of offense:

Have you ever been dismissed from or asked to resign from a position? Yes No
If yes, please explain: _____

Do you have a current valid driver's license? Yes No

Are you authorized to work in the United States? Yes No

Are you 18 years or older? Yes No

Emergency Information:

Emergency Contact person: _____

Phone: _____

At-Will Employment Status:

By signing this application, employment is deemed to be and is understood to be “AT WILL”, as that term is defined in Michigan employment law. Employment may be terminated with or without notice and/or with or without cause by either the Commission or the employee, at any time.

Representations of the applicant during the hiring process:

By signing this application, it is understood by the applicant that the Commission was intended and has relied upon representations made by the applicant/employee concerning their education, school record, references, skill, experience and other qualifications, and the applicant is certifying as to the truthfulness of all representations made, including all items contained in or submitted with the applicant’s resume or other documents or verbal representations made to the selection committee or the Commission. The applicant gives the Commission permission to check or confirm these representations at any time, including after employment has commenced. If, in the sole discretion of the Commission, any false representation has been made by the applicant/employee during the search and hiring process, the employee may be immediately discharged with a loss of all accumulated benefits, if any.

Signature of Applicant

Date

When completed, please return to:

Mail: Paint Creek Trailways Commission
Attn: Nicole Sands,
4393 Collins Road
Rochester, MI 48306

Fax: (248) 601-0106
Attn: Nicole Sands

Email: nsands@paintcreektrail.org

Questions? Contact Trail Manager at (248) 651-9260

We are an equal opportunity employer and shall consider qualified applicants for all positions without regard to race; color; sex; religion; national origin; age; height, marital status; sexual orientation; veteran status; or disability.